



KSM MINING ULC

A SUBSIDIARY OF SEABRIDGE GOLD INC.

KSM PROJECT COVID-19 SAFETY PLAN

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1.0 Introduction:

The objective of the Covid-19 Safety Plan is to provide a safe work environment and to minimize the infection and transmission risk of Covid-19 to employees, contractors, and local communities. This document outlines Covid-19 protocols that KSM Mining ULC (A subsidiary of Seabridge Gold) has implemented to prevent the transmission of COVID-19 at the KSM Project. The document will be updated as necessary as new information becomes relevant.

The KSM Project is in Northwest BC, approximately 65 kilometers North of Stewart and is located in Tahltan and Nisga'a traditional territory. The KSM camp is located in a remote location, accessible by helicopter only, with a normal capacity of approximately 50 people. This plan has been developed in accordance with the British Columbia Ministry of Health guidelines for the Natural Resource sector, Ministry of Energy, Mines and Petroleum Resources and WorkSafe BC. This plan will be submitted to the Tahltan Nation '3 Nations Covid-19 Pandemic Team' and Nisga'a prior to camp opening.

As the pandemic and guidance related to the pandemic evolve, this document will be updated regularly by the Iskut Project based Health and Safety Officer for SnipGold (also a Seabridge Gold subsidiary), under the direction of the KSM Mine Manager. According to WorkSafe BC and the Ministry of Energy, Mines and Petroleum Resources and Tahltan Nation, this plan will be made available to employees, posted at the KSM Camp and posted on the company website.

This policy outlines the minimum requirements for KSM Mining staff, contractors, and employees. KSM Mining requires that each contractor working at the KSM camp also have a Covid-19 Plan and Standard Operating Procedure (SOP) for their work area. This KSM Mining policy outlines minimum requirements that all contractors must comply.

Additional Covid-19 SOP information relevant to camp operation from our subcontractors can be found in the appendixes to this document.

2.0 Background on COVID-19:

Taken from Ministry of Health guidelines

What is COVID-19 and how is it spread?

- Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).
- The disease caused by the new coronavirus has been named COVID-19.

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- COVID-19 has been declared a global pandemic.
- COVID-19 is a reportable disease and the local Medical Health Officer must be notified if there is an outbreak or suspicion of an outbreak.
- Coronavirus is transmitted via liquid droplets when a person talks, coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact.
- The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.
- It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That's why it is recommended to cough or sneeze into your elbow and wash your hands regularly.

What are the symptoms of COVID-19?

- The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold. These symptoms include cough, sneezing, fever, sore throat and difficulty breathing. Additional symptoms may include muscle aches, fatigue, headache, loss of appetite, chills, runny nose, nausea and vomiting, diarrhea, loss of sense of smell or taste.
- People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.
- Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.

3.0 Responsibilities

The **KSM Mine Manager** is responsible to ensure the overall health and safety of operation and to ensure the [Health, Safety and Reclamation Code for Mines in British Columbia](#) is implemented, and to ensure the KSM Camp Covid-19 Safety Plan is complete, and implemented by all employees, personnel and contractors. All contractors, employees, and personnel report to the Mine Manager. The Mine Managers for the 2020 season will be Timothy Dodd and Kevin Hidber.

The **KSM OFA3 (Occupational First Aid Level 3)** reports to the Mine Manager, and works with the Iskut Project based Health and Safety Officer, and is responsible for the overall implementation of the KSM Mining Covid-19 Safety Plan, to ensure the KSM Camp Covid-19 Safety Plan is understood, to ensure procedures outlined are followed and ensure that workers have been trained in all procedures required to establish safe practices preventing **COVID-19** transmission.

Employees are responsible to ensure that they understand the KSM Camp Covid-19 Safety Plan, follow procedures set out in the SOP, report all unsafe work conditions and health issues.

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Contractors are responsible to read and understand the KSM Camp Covid-19 Safety Plan and follow procedures set out in the Safety Plan. Contractors are responsible to establish safe practices preventing **COVID-19** transmission Standard Operating Procedures (SOP's) for their work areas (Appendix 1, 2 and 3), ensure all their employees are familiar with the SOP, ensure that their workers have been trained in all procedures required to establish safe practices preventing **COVID-19** transmission, and ensure all their personnel understand the emergency procedures as it relates to **COVID - 19**.

4.0 Safety Planning

Following the guidelines outlined by WorkSafe BC, each employer is required to have a Covid-19 Safety plan and include the following six main sections:

- Step 1: Assess the risks
- Step 2: Implement protocols to reduce the risk
- Step 3: Develop policies
- Step 4: Develop communication plans and training
- Step 5: Monitor the workplace and update the plan as necessary
- Step 6: Assess and address risks from resuming operations

4.1 Assessing the Risks

KSM Mining conducted a risk assessment of normal course camp operations, and due to the recent pandemic, identified the following risks that Covid-19 could pose to normal course operations.

1. Staff travel to and from camp
2. Shared accommodations, due to common camp arrangements;
3. Shared common areas, such as cafeteria style eating areas;
4. Close working environments where social distancing is not possible (i.e. drill rigs); and helicopters
5. Isolated location away from hospitals.

Protocols to reduce these risks (Section 4.2) and KSM Camp policies and procedures (Section 4.3) to minimize the risks that Covid-19 poses to camp operations are discussed below.

4.2 Protocols to Reduce Risks

Following the identification of Covid-19 risks that could occur in normal exploration camp environment, the following protocols were implemented by KSM Mining to reduce the risks of Covid-19. KSM Mining postponed the start of camp operations to ensure that necessary Covid-19

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guidelines had been received, and until BC entered Phase 2 of BC's Restart Plan. KSM Mining postponed aspects of the planned field season to minimize the number of people in camp and minimize the number of personnel traveling to and from camp, thus enabling single occupancy rooms, and allow social distancing in common areas (such as scheduled and separate break and meal times). All visitors have been restricted from camp, except for extenuating circumstances, however, extenuating circumstances can only be approved by the Mine Manager. No staff will enter isolated Northern Communities on their travels to and from site, unless said community is their home community.

Crew rotations have been altered to a 3-week on, 3-week off rotation, from a typical 2-week rotation. According to Harvard Heath (2020), the time from Covid-19 exposure to symptom onset (known as the incubation period), is 3 to 14 days, though symptoms will typically appear 4 to 5 days after. The 3-week crew shift will reduce the risk that if anyone contracts the virus, it will be evident before their shift ends and before they travel to their home communities/cities. In addition, there will be no overlap between work shifts. All personnel (staff, employees, contractors etc.,) will be permitted to enter on Day 1 for their 3- week rotation, no new staff will be permitted to enter during that time unless there is a health emergency where individuals need immediate medical attention and removal from site.

Performing frequent hand washing has been shown to be one of the most effective preventive measures from Covid-19. Additional handwashing and hand sanitizing stations will be set up at camp and common areas, as well as educating staff on the proper handwashing techniques. Posters on hand washing will be posted in each washroom and in the camp kitchen (Appendices 1 & 3).

An additional first aid protocol will be implemented for the 2020 field season. In the event of an employee experiencing Covid-19 symptoms or other medical emergency, Summit Helicopters has been contracted to provide medivacs in the event it is required. This medical service is in addition to the full- time level 3 first aid attendant employed at camp.

4.3: KSM Camp Policies

Work Schedule

The KSM project will run on a 3-week rotation during the 2020 season. Since the 3- week rotation exceeds the incubation period of the virus, it can be assumed that the risk of Covid-19 transmission in camp and spreading it to local communities has been lowered. Staff are expected to arrive at their pick-up destination one day prior to their arrival in camp.

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Prior to Arrival at Project

All personnel must obey their local government guidelines and follow best practices with regards to social distancing prior to travel to site. A questionnaire will be sent to staff prior to their arrival at site (Appd 5). During travel to the project, personal masks must be worn in scenarios where social distancing is not possible (for example air travel). Anyone that has had symptoms of Covid-19 in the last 10 days, including fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headaches are prohibited from entering camp.

Staff from Terrace, Smithers and Northern Areas

Staff from Terrace and Smithers should be expected to be contacted by the KSM Mining OFA3 on the day prior to departure. A screening survey and temperature check will be conducted.

Staff from outside Northern BC

Staff from outside Northern BC will be expected to arrive on the flight to Terrace or Smithers the day prior to departure. They will be contacted by the KSM Mining OFA3 and a screening survey and temperature check will be conducted.

Travel to Camp and Crew Change

Travel to camp will be by Diversified Transportation in conjunction with North Coast Shuttles in a bus or van with sufficient spacing for social distancing. Staff are required to wear masks for the duration of this travel. Staff will disinfect the vehicles prior to use and when arriving at destination. Crew change via helicopter will be conducted as per the KSM Mining On Site Transportation/Helicopter policy described below.

During crew change the helicopter will be operated as per guidelines listed below (Appendix 2 – Summit Helicopters). If conversation with cross shift is deemed essential, there will be strictly enforced physical distancing of at least two meters. Due to the logistics of crew changes, changeover meetings should be planned as teleconferences prior to changeover.

Personal Practices

ALL workers are required to follow the practices as adapted from the Ministry of Health guidelines as described below.

Guidance for Handwashing

- Handwashing stations will be posted with signage that identifies their location,
- Handwashing is required periodically throughout the day and especially before and after break times, after using the washroom, or when workstations are changed, or tools are switched.

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- Hand washing instructions and reminders will be posted at all handwashing stations.
- When handwashing is not possible, hand sanitizer will be used.

Physical distancing

Physical distancing of at least 2 meters should always be maintained. Should this not be possible, in coordination with the KSM Mining OFA3 and Mine Manager, a work pod can be established for the duration of a rotation. 'Work pods' can be thought of like a family unit, this work pod will ensure close contact only occurs within a select small group. Designating workers to the same small working group or work pod for as long as practical can help reduce the risk of COVID-19 spreading to workers and others in the operation.

Tools and Equipment

Where possible, each worker should utilize only their own tools throughout the duration of their employment to minimize contact spread of COVID-19.

- Where it is not possible to provide personal tools, the shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different workers. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.
- The KSM OFA3 will be responsible for training workers who share tools and aid workers to ensure compliance and understanding of handwashing and hygiene.
- Workers who use specialized PPE and are properly trained in its use (e.g. workers certified and trained to use PPE because of their normal work role) should not share their PPE with other workers. A labeling system to help with organization of this specialized equipment will be established.
- Workers will wear leather gloves or other impermeable gloves as hand protection during work.
- Workers wearing impermeable gloves may share tools and equipment without disinfecting the tools between each user but must continue to clean and wash hands to break the potential chain of infection. Assign and label leather gloves to ensure each pair remains with one worker and that each worker is disinfecting his gloves to limit infection transmission.

Operations in communal spaces

The following bullets offer advice on how to maintain physical distancing, decrease crowding, and reduce social interactions including maintaining small, and consistent groupings of people in work pods.

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- Start/stop times, breaks will be staggered where possible to minimize workers congregating.
- In-person meetings, and other gatherings are to be held in open spaces or outside.
- Worker gatherings of any size will be structured so that those present can maintain a physical distance of 2 meters from each other.
- Employees are required to wash hands: before and after breaks, after going to the washroom, and before preparing or eating food.
- If workers or staff are sick, they will be asked to self-isolate and not prepare or handle food for others, until it can be arranged for testing offsite, if required.
- Staff should practice respiratory etiquette: cough or sneeze into elbow sleeve.
- Dispose of tissues in garbage cans.
- Wash hands often with plain soap and water for at least 20-30 seconds or use an alcohol-based sanitizer with at least 60% alcohol content.
- Avoid touching one's face.

Accommodations

All personnel on site will be assigned an individual room space during the 2020 field season.

On site transportation

In situations where workers are required to travel together in helicopters to the work site, designated work pods will travel together where possible.

Vehicles

Proper precautions should be exercised when travelling to and from accommodation and work sites, including hand sanitizing and avoiding touching one's own face, maintaining physical distancing, cleaning and disinfecting high touch points like door handles, or headsets, and minimizing contact with crowds and public places. Safety protocols will be in place for workers who typically travel alone, including a reporting process to confirm whether they have made it to and from the site safely.

Cleaning Vehicles

At the start of each working day and throughout the day, drivers must clean and disinfect frequently touched surfaces in the vehicles using an alcohol-based cleaner or disinfecting wipes/spray and paper towel, and record in the vehicle log book; if these are unavailable, use soap and water.

High touch or key contact points include:

- door handles (inside and out)
- window buttons

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- steering wheel or handlebars and controls
- shifter
- grab handles, seat adjusters
- seat belt buckles
- radio and communication devices

Helicopters

Standard safety training by the pilot will be carried out prior to the initial use of a helicopter and this will include additional measures for preventing the spread of COVID-19. The pilot has final say with regards to practice and travel. As part of this orientation all passengers will be questioned and instructed by the pilot regarding (Appendix 2):

- Recent travel history.
- Screening for any COVID-19 symptoms or signs (this may include thermal screens, or questionnaires).
- Instruction on minimizing potential spread of COVID-19 while in flight.

To prevent the spread of COVID-19 while utilizing the helicopter:

- Number of passengers will be determined by the pilot and he will instruct on the seating arrangement.
- Passenger headsets will not be used unless absolutely necessary. In flight communication will be via hand signals where possible. If the headsets are used, they will be disinfected immediately after use.
- Personal protective equipment that must be used in flight, including and not limited to face masks, and eye protection that does not limit visibility. It is recommended that an individual be clean shaven to ensure masks work effectively.
- Work pods will be transported together throughout the entire duration of their shift/rotation, including arrival to camp and departure at end of rotation.
- Hand sanitizer with a minimum 60% alcohol must be used before entering and after exiting all aircrafts.
- Common surfaces in aircraft will be wiped down with disinfectant before and after each flight.

Summit Helicopter's SOP for preventing the spread of COVID-19 is attached for additional details (Appendix 2), including protocols and responsibilities for sanitization.

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Personal Accommodation

Personal accommodations are the responsibility of the occupant. It is imperative that the occupant keeps this area clean during their stay. Rooms will be sanitized following a changeover.

Communal Area Sanitisation Schedule

KSM Mining has contracted with Matrix Aviation and Logistics to run the camp and conduct regular sanitization as summarized below. Matrix is responsible for washrooms and dries, laundry facilities and workshops and between shift sanitizing details can be found in Appendix 1. KSM Mining has contracted TNDC/Sodexo to run the camp kitchen, detailed checklists for kitchen, dining room are provided below and in Appendix 3. Checklists will be posted in common areas as described for audits by the KSM OFA3.

Kitchen: The cleaning kitchen checklist (Appendix 3) will be used to sanitize the kitchen upon opening and after every meal prep

Dining Room: The dining room will be sanitized upon opening and after every meal service. This includes wiping down benches, tabletops, condiment bottles and surfaces that have a high contact percentage such as coffee pots handle etc.

Washrooms & Dries: The washrooms and dries will be sanitized 3 times a day. A spray bottle of Sanitation solution will be available for resident to spray the shower and sinks prior to their use. Residents are expected to spray and wipe down the shower and sink and toilet after each use.

Laundry Facilities: The laundry facilities will be sanitized upon opening and then twice a day during occupancy. A spray bottle of sanitation solution will be available for residents to wipe down the laundry machines before and after each use.

Workshops, Parts shed & Incinerator: All surfaces will be sanitized upon opening and will be wiped down with the sanitation solutions after every use

Dining room operations

The capacity of the dining room is estimated at 20 persons normally, so for social distancing criteria we will cut that in half. For each 3-week rotation a dining and break schedule will be set that allows for social distancing. Staff will be encouraged to eat outside when conditions permit.

- Kitchen staff will serve food to workers.
- All small food items and snacks will be individually wrapped whenever possible or made available with systems to prevent common touching of either food items or utensils.
- Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas

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- Signs shall be posted to limit the number of people permitted in the dining area and any other common areas.
- Meals will be delivered to the outside of rooms of any workers that are in isolation by kitchen staff.
- All workers must wash their hands immediately prior to entering any dining or food preparation area.
- Prior to the evening meal, the KSM Mining OFA3 will take and record the temperature of staff individually.
- All eating utensils and dishes shall be cleaned by designated kitchen or cleaning staff, according to the 4-step process outlined in the BC Guidelines for Industrial Camps Regulation, that includes pre-rinsing, washing, soaking in a bleach solution, and air-drying or in the dishwashing machine on site.

Self Isolation

Workers who develop common cold or influenza like illness or symptoms compatible with COVID-19 are required to remove themselves from the work environment and immediately report symptoms to the KSM Mine OFA3 and Mine Manager, while ensuring physical distancing of 2m or more. The KSM OFA3 will then contact the SnipGold Health and Safety Officer. Contact tracing and documentation will begin using Appendix 6.

- If a worker or contractor displays symptoms of COVID-19, they are required to begin self-isolation immediately. All other workers in their work pod will also be required to self-isolate
- The onsite first aid attendant will act as an immediate contact point for the patient. The patient(s) will be checked on a regular basis by the KSM OFA3 to ensure they are comfortable. Internet is available in the camp, so workers may communicate with employers, family members, and online medical advice during self-isolation.
- If health conditions worsen to the point where external help is required, the Mine Manager will initiate a medevac using an external helicopter if possible
- An outhouse will be clearly marked and set aside for anyone who is in isolation.
- Self-isolation should continue for a period determined by the Mine Manager in consultation with the OFA3 and the SnipGold Health and Safety Officer and a medical provider.
- In all cases, isolation must continue until a fever is gone without the use of fever-reducing medications, for example, Tylenol, Advil, AND symptoms improve – improvement in runny nose, sore throat, nausea, vomiting, diarrhea and fatigue.
- Any testing for COVID-19 will be done in accordance with the BCCDC's up-to-date guidance on COVID-19 testing protocols. If a worker tests positive for COVID-19, they must self-isolate for a minimum of 10 days from symptom onset AND ensure their symptoms, including fever, have completely resolved.
- If a worker tests negative for COVID-19, they must self-isolate until their common cold or influenza like symptoms have completely resolved.

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4.4 Communication Plans and Training

Communications Plans

Workers that develop common cold or influenza like illness or symptoms compatible with COVID-19, while already in camp, are required to remove themselves from the work environment and immediately report symptoms to the KSM OFA3 and Mine Manager. *Covid-19 Patient Transfer Procedures* by Summit Helicopters may be enacted by the KSM Mine Manager and SnipGold Occupational Health and Safety Officer if deemed necessary to transport personnel to a medical facility for testing (Appendix 2).

If a resident at the worksite develops flu, cold and Covid-19 symptoms, the **24/7 emergency number** will be called **1-866-343-4567**. If there are 2 or more cases of fever or respiratory symptoms on site the local health authority is to be contacted at: **Northern Health - Communicable Disease Hub** Phone (during business hours): **1-855-565-2990**; On-call medical health officer after hours phone: 1-250-565-2000, and press 7 and ask for the medical health officer on call.

The Covid-19 Safety Plan will be reviewed with all staff prior to their arrival at camp, including supervisors. This plan will be posted in the KSM camp kitchen area. Signage will be posted at KSM camp restricting visitors from entering camp. Proper handwashing techniques signage will also be posted at the KSM camp kitchen area and in accommodation buildings.

Training

Upon arrival to site an orientation will be conducted by the KSM OFA3. This will include training and education about the spread of COVID-19 and the mitigation steps that are undertaken at the KSM project. The steps for this are:

- Review of camp practices
- Review of personal hygiene expectations
- Training on cleaning shared surfaces such as tools
- Protocols around vehicles and helicopters
- Assignment of work pods
- Introduction to contact tracing reporting and check in procedures
- Documentation of staff undergoing the training

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4.5 Monitor the Workplace and Update Plans as Necessary

KSM camp will use an OFA3 in conjunction with the SnipGold Health and Safety Officer. Their primary roles will be to monitor and ensure KSM Mining policies and procedures are implemented. The SnipGold Health and Safety Officer will also monitor and update the COVID-19 plans as the field season progresses and as any potential new risks are identified, these updates will then be conveyed to the KSM OFA3. The SnipGold HSAO and KSM OFA3 will be responsible to staying up to date on any regulatory changes associated with COVID-19 restrictions.

The KSM OFA3 will be the main point of contact for any COVID-19 related questions in camp. The Mine Manager is responsible for the overall KSM health and safety. The Occupational Health and Safety Committee is available to the OFA3 if required.

4.6 Assess and Address Risks from Resuming Operations

Common to the exploration industry, the KSM Project is a seasonal operation, operating during the summer and fall months only. Training will occur at the beginning of the initial rotation for all crews and on an as needed basis if any new workers join mid-season or have a change in job responsibilities.

Equipment has been sourced to mitigate Covid-19 risks, including masks, gloves, and hand sanitizer. Adequate PPE supplies will be maintained on site for all employees during their rotation. Room sanitization and spraying systems as well as hand sanitization stations have been acquired and will be set up in common areas. All camp maintenance and equipment checks will be completed prior to camp opening.

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Appendices:

Appendix 1: Matrix General Camp SOP and Posters

Appendix 2: Summit Covid-19 SOP and Patient Transfer Procedure

Appendix 3: TNDC Camp Kitchen Operations under Covid-19 SOP

Appendix 4: Hy-Tech Drilling Covid-19 SOP



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COVID-19 Standard Operating Procedure

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INTRODUCTION

The **COVID-19** Standard Operating Procedures (SOP) establishes safe practices preventing disease transmission during worksite operation and transportation of crew and clients to remote worksites. It is based on regulatory requirements and disease prevention best practice/protocol. As the pandemic evolves, all new information will be evaluated and implemented if applicable.

These assumptions are made during the writing of this SOP.

1. That all crew, sub-contractors, and client employees will arrive and depart camp on the same day.
2. Scheduled rotations are 3 weeks long and can be extended to 6 weeks during this pandemic
3. Time off is scheduled for no less than 3 weeks.
4. Residents will have their temperatures taken before all meals

This document gives advice on:

1. Simple ways to prevent the spread of **COVID-19** at the worksite
2. How to manage **COVID-19** risks when workers are gathering in groups greater than 2
3. Things to consider when crew and clients travel to the worksite
4. Getting the worksite ready to prevent the spread of **COVID-19** at the worksite
5. How to manage **COVID 19** during breaks and meals
6. Sanitization protocols
7. How to manage **COVID 19** in worker accommodations
8. Waste management
9. How to manage **COVID 19** with Protective Preventative Equipment. (PPE)
10. How to manage the spread of **COVID-19** while traveling to and from the worksite
11. How to remove residents showing symptoms of **COVID-19**
12. How to manage the worksite after a resident is removed for displaying signs of **COVID-19**

This SOP applies to all staff working in all provinces and territories in Canada. Clients may have their own SOP, policies, procedures, and forms for the management of **COVID-19**. Where it is a requirement that client procedures and forms are used, MATRIX requirements will be met in addition to those of the client.

The SOP is located in MATRIX Aviation Solutions Inc. Corporate Office, MATRIX worksites and is part of the MATRIX employee safety training.

PURPOSE

The objective of this SOP is to provide a safe job procedure for the operation, maintenance of remote worksites and safe transportation of crew and clients to the worksite.


DEFINITIONS

“Client” refers to sites that MATRIX conducts work as a service provider

“Sub-contractor” refers to a company conducting work on behalf of the client.

“Crew” refers to MATRIX employee’s working on site

“Company” refers to MATRIX Aviation Solutions Inc. **“Safety Manager”** refers

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to the MATRIX designee based at MATRIX headquarters.

“**Camp Manager**” refers to MATRIX’S representative at the client’s worksite.

“**Site Supervisor**” refers to MATRIX’S representative at MATRIX’s administrative hubs.

“**Primary First Aid Attendant**” refers to the Occupational First Attendant at the worksite.

“**Crew Vehicle Operator Driver**” refers to the driver of the crew vehicle.

RESPONSIBILITIES

The **Safety Manager** is responsible to ensure:

All employees are oriented and understand the COVID-19 SOP.

1. All camp managers and site supervisors understand their role and responsibilities.
2. The SOP is monitored for effectiveness and at a minimum reviewed annually.
3. Provide support to camp managers on the client worksite.
4. An investigation is conducted subsequent to a suspected COVID 19 case.
5. Proper documentation is completed when required.

The **Camp Manager and site supervisor** is responsible to ensure that:

1. They have read and understand the **COVID-19** SOP.
2. They follow the procedures set out in the SOP.
3. Ensure all company employees are familiar with SOP.
4. Ensure that workers have been trained in all procedures required to establish safe practices preventing **COVID-19** transmission.
5. All personnel understand the emergency procedures as it relates to **COVID - 19**.
6. Documentation is submitted weekly to safety@matrixco.ca.

The **Employees** are responsible to ensure that:

1. They understand the **COVID-19** SOP.
2. They follow the procedures set out in the SOP
3. Procedures outlined in the SOP are followed.
4. Report all unsafe conditions & equipment.
5. Complete a **COVID 19** Pre-screen Questionnaire before returning to all worksites, Including Langley, Yellowknife, Iqaluit, and Hazelton.

The **Primary First Aid Attendant** (Occupational First Aid Attendant Level 3) is responsible to ensure that:


1. All Matrix crew, clients, and contractors complete a before arrival to the worksite.
2. Pre-screen documents are submitted to safety@matrixco.ca at the end of every week, Saturday by 5 pm.

The **Crew Vehicle Operator Driver** is responsible to ensure that

1. All MATRIX crew, clients and contractors complete a **COVID 19** Pre-screen Questionnaire prior to entering a MATRIX vehicle.
2. Submit completed Pre-Screen Questionnaires to their work site supervisor.

The **contractors** and **client** are responsible to ensure that:

1. They have read and understand the **COVID-19** SOP.
2. They follow the procedures set out in the SOP

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3. Ensure all company employees are familiar with SOP.
4. Ensure that workers have been trained in all procedures required to establish safe practices preventing **COVID-19** transmission.
5. All personnel understand the emergency procedures as it relates to **COVID - 19**.

TRAINING & CERTIFICATIONS

1. MATRIX Health & Safety Orientation
2. WHIMS

PERSONAL PROTECTIVE EQUIPMENT

- | | |
|-------------------------------------|-------------------|
| 1. White Protective Suit | 5. Leather Gloves |
| 2. Safety Glasses | 6. Medical Masks |
| 3. Temperature Appropriate Clothing | 7. Nitrate Gloves |
| 3. Coveralls | |

EQUIPMENT

1. Cleaning Equipment
2. Helicopter (ERP)

POTENTIAL HAZARDS

Potential sources of hazards commonly identified at site are:

1. Slip, trips
2. Exposure to cleaning solutions
3. Exposure to **COVID-19**

SIGNAGE

Poster will be place trough the worksite to remind workers on the following topics:

- | | |
|--------------------------|------------------------|
| 1. Effective handwashing | 5. Face Mask Fitting |
| 2. Gathering Protocol | 6. Respiratory Hygiene |

DOCUMENTATION

The following documentation will be sent to safety@matrixco.ca weekly, SATURDAY by 5 pm in the time zone that worksite or administration hub in located.

1. Pre-Screening Questionnaire
2. Dry Sanitization Log
3. Dinning Room Sanitation Log
4. Office Sanitization Log
5. Kitchen Cleaning Checklist

**MATRIX**

Camps | Logistics | Aviation Management

Document Name:	SOP – COVID - 19
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TRAVEL

Before Traveling to the Worksite:

- Crew, sub-contractors, and clients will be asked to self-isolate for 14 days prior to leaving for the works.
- Crew, sub-contractors, and clients must travel with a face mask on all domestic flights
- Crew, sub-contractors, and clients will be encouraged to bring the following personal items with them to the worksite:
 1. Hand sanitizer – if it is larger than 100 ml it is required to be packed into your checked luggage.
 2. Nitrile gloves – a box
 3. Face masks – enough for rotation
 4. Enough clothing for a daily clean change of clothes
 5. Personal thermometer

While Traveling to the Worksite:

- Crew, sub-contractors, and clients will be encouraged to travel with small bottles (under 100 ML) of alcohol-based hand rub. This can facilitate regular handwashing.
- Crew, sub-contractors, and clients will be encouraged to wash their hands regularly and stay at least two meters away from people who are coughing or sneezing
- Crew, sub-contractors, and client to call 1-866-343-4567 or call their employer/supervisor if they feel ill while traveling.

LAND TRAVEL

Crew, clients, and contractors will complete a COVID 19 pre-screening questionnaire prior to entering all Matrix vehicles and crew shuttles. Refusal to complete the pre-screen they will be denied boarding.


Crew, sub-contractors, and clients will be instructed on how to minimize the spread of **COVID-19** while traveling to the worksite:

- Thoroughly clean hands with sanitizer prior to land travel to the worksite.
- Wear protective face mask
- Wear gloves
- Cough/sneeze into your elbow
- Sanitize hands after coughing
- Avoid touching their face
- Minimize touch points to door handles, seatbelts etc....

If able or practical, sanitize all equipment before loading on to truck (disinfectant spray or any other means available).

HELICOPTER/AIR TRAVEL

Crew, clients, and contractors must have completed a COVID 19 pre-screening questionnaire prior to boarding a helicopter to the work site. Refusal to complete the pre-screen they will be denied boarding.

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Crew, sub-contractors, and clients will be instructed on how to minimize the spread of **COVID-19** while flying to the worksite:

1. All passengers will be required to sanitize their hands prior to entering the aircraft.
2. All passengers will wear a face mask and nitrile gloves while traveling in the aircraft.
3. MATRIX, sub-contractors, and clients will be responsible to provide disposal ear protection to their employees. **NO HEADSETS WILL BE USED BY THE CREW, SUB-CONTRACTORS AND CLIENTS.**
4. ALL PPE will be placed in a trash bag, sealed, and incinerated.

All passengers will be asked to respect other crew, contractor, and client personal space as much as possible.

Please Note:

COVID -19 has presented several new challenges and procedures may have change since you last worked in the field. All passengers must follow the Pilot in Charge directions as it relates to stowing luggage, boarding, and disembarking from the aircraft.

Patient Transport:

Flight operations (passenger transport) is deferred/supersede to the contracted helicopter companies (federally regulated) SOP's presented at the time of hire.

Should a patient require transport off site the project manager will contact a pre contracted helicopter company (Summit Helicopters) to supply of emergency medical air evacuation service. This hand off is to a government regulated "higher level of care", based on preapproved Medical standard SOP's pertaining to handling, care,


and treatment of suspected cases of Covid-19 (symptoms), within guidelines of the provincial and federal government agencies.

PROCEDURES TO PREVENT THE SPREAD OF COVID-19

PRE-SCREENING PROCEDURES

Prior to boarding any crew transport vehicle, the crew, contractors, and clients are required to complete a COVID 19 Pre-Screen Questionnaire. The questionnaire will be submitted to safety@matrixco.ca by the site supervisor.

- Recent travel history
- Displaying any COVID-19 symptoms:
 1. body temperature above 37.7 degrees, verified before travel into the worksite
 2. persistent cough
 3. headache
 4. runny nose
- Any crew, sub-contractors or clients displaying any symptoms will not be approved for transportation into the worksite.
- Any known potential exposure to COVID-19 within the previous 14 days.

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Sanitization Prior To Sub-contractors & Clients Arriving at the Worksite

The measures below will help prevent the spread of **COVID-19** at the worksite and protect crew, clients, and sub-contractors.

- Surfaces at the worksite will be cleaned and sanitized prior to the arrival of the client to site.
- Regular and thorough handwashing by opening crew will be promoted
- Sanitizing hand rub dispensers in prominent places around the worksite.
- Posters promoting handwashing will be placed above hand washing stations and sinks
- Good respiratory hygiene will be promoted for the crew
- Posters promoting respiratory hygiene will be placed in visible areas throughout the worksite
- Face masks and / or paper tissues will available for the opening crew who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Advise crew, contractors, and clients to consult national travel advice before going on business trips.
- Opening crew, sub-contractors and client will be informed that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.

SANITIZATION SCHEDULE WHEN THE WORKSITE IS OCCUPIED

The worksite will be cleaned and sanitized on opening and sanitized as per the schedule below. A sanitization log will be posted in each location to ensure that this proceed is being completes as per this SOP.

Sanitization Solution Mixture:

Approved Sanitizer	How to mix	Solution Strength
Chlorine Solution	<ul style="list-style-type: none"> • 2 ml (1/2 teaspoon) household bleach per litre (4 cups) of water. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 30 ml (1 ounce or 2 tablespoons) household bleach per 15 liters (3.3 gal) or a domestic sink half- filled with water. 	100 ppm Chlorine for food contact surfaces, other environmental surfaces.

The worksite will be sanitization based on the following schedule:

Kitchen:


The Cleaning kitchen checklist will be used to sanitize the kitchen upon opening and after every meal prep.

Dining Room:

The dinning room will be sanitized upon opening and after every meal service. This includes wiping down chairs, tabletops, condiment bottles and surfaces that have a high contact percentage such as coffee pots handle etc.

Washrooms & Drys:

The washrooms and drys will be sanitized 3 times a day. The sanitation schedule will depend on the scope of work being carried out and the sub-contractors' and clients' work schedules. A spray bottle of Sanitation solution will be available for resident to spray the shower, toilet and sink prior to their use.

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Residents are expected to spray and wipe down the shower and sink and toilet after each use.

Sleeping Quarters:

Sleeping quarter will be sanitized upon opening and once the resident has left site. All surfaces in the room will be sanitized.

Laundry Facilities:

The laundry facilities will be sanitized upon opening and then 2 a day during occupancy. A spray bottle of sanitation solution will be available for residents to wipe down the laundry machines before and after each use.

Workshop, Water Treatment Plant Incinerator:

All surface will be sanitized upon opening and will be wiped down with the sanitation solutions after every use.

Hand Tools:

All shared tools must be wiped down with the sanitization solution after every use. Where practical individuals should be provided with their tool kits.

HOW TO MANAGE COVID-19 RISK WHEN PEOPLE ARE IN GROUPS


There is a risk that people gathering might be unwittingly bringing the **COVID-19** virus to the gathering and unknowingly expose other crew, sub-contractors, or clients to **COVID-19**. While **COVID-19** is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who catch **COVID-19** needs hospital treatment.

Key considerations to prevent or reduce **COVID-19** risks before gathering in places such as the dining room and for worksite meetings.

- Dispensers of alcohol-based hand rub will be prominently placed in the dining room.
- Windows and doors will be open whenever possible to make sure the dining room is well ventilated.
- Crew, sub-contractors, and clients will be required to wash their hands before entering the dining room or use of an alcohol rub. by all participants at the meeting or event
- Crew, sub-contractors, and clients encouraged to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- When possible, meetings should be held outdoors.
- When possible breaks and mealtimes should be staggered so that workers can practise physical distancing

Worker Accommodation:

- When ever practical workers should be provided private accommodations
- When workers are required to share accommodations bed will be should be are at least 2m apart and head-to-toe where possible. If beds cannot be at least 2m apart, use temporary barriers between beds, such as curtains, to prevent droplet spread while sleeping, and sleep head-to-toe.

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Food service:

- Camp food service and preparation practices and procedures will follow the MATRIX food Safety Plan and BC Guidelines for Industrial Camps Regulation
- Buffet-style serving systems must not be utilized whenever such systems can practically be replaced with other systems such as kitchen staff serving food to workers.
- All small food items and snacks will be individually wrapped whenever possible or made available with systems to prevent common touching of either food items or utensils.
- Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas.
- Signs shall be posted to limit the number of people permitted in the dining area and any other common areas.
- A staggered meal schedule to support physical distancing and to limit the number of individuals in the dining area at any given time.
- Meals should be delivered to the outside of rooms of any workers that are in isolation.
- All workers must wash their hands immediately prior to entering any dining or food preparation area.
- All workers will have their temperature taken before each meal.

HOW TO MANAGE IF A RESIDENT SHOWS SIGNS OF COVID-19

If a resident begins to show signs of **COVID-19** the resident will be isolated until the they can be removed from the worksite. If a resident at the worksite is sick call the 24/7 emergency number **1-866-343-4567**.

A resident will self isolate if they are feeling unwell or show sign of COVID- 19 which are:

Common symptoms:

- Fever
- Tiredness
- Dry Cough

Some people may experience:

- Aches and Pains
- Nasal Congestion
- Runny Nose
- Sore Throat
- Diarrhoea

Should a patient require transportation off site due the project manger will contact the pre-arranged helicopter contractor and follow the “Patient Transport” procedures referred to on page 7 of this SOP.

The following procedures will take place until the patient is transported off site:

- Vital signs will be monitored hourly by a certified pre-hospital personnel (OFA3/EMR) on site
- If required meals will be provided and delivered to the isolation unit
- The resident’s personal effects will be placed in clean garbage bags and seals for loading onto the aircraft.

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- The resident will be provided with disposal hearing protection, a white protective suit, goggles and nitrile gloves prior to boarding the aircraft.
- The resident will follow all instruction provided by the helicopter medical crew and the Pilot in Charge.

Any resident that have been working directly with the patient will be notified that a person they have been working directly with is being removed from the worksite due of **COVID-19** symptoms. These individuals will be instructed to sanitize they are living space, shower and change their clothes as soon as possible. These individuals will be monitored for the rest of their rotation for **COVID 19** symptoms.


PROCESSES AFTER A PATIENT HAS BEEN REMOVED FROM THE WORKSITE

- All areas where the patient has been in contact with will be sanitized as soon at it is determined that there have been showing signs of **COVID – 19** and being transported off site.
- Cleaners will wear the following PPE
 1. Disposal white suit
 2. Goggles
 3. Nitrile gloves
 4. Face Mask
- The resident's sleeping area will be sanitized immediately upon isolating the infected patient.
- A worksite safety meeting will be held by the Project manager to inform the rest of the residents of the situation and to review all **COVID-19** processes.
- As this pandemic is evolving the MATRIX leadership will partner with the client leadership to determine the following:
 1. If the worksite will be evacuated and where resident will stay before they return to their homes.

OR


 2. If the project will proceed and all residents will be monitored until their rotation is complete.

Decisions will be based on information as it is release by the Canadian, British Columbia and the World health organizations as to best practises and protocols.


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REFERENCES

1. MATRIX Health & Safety Orientation
2. Toolbox meeting
3. BC Health Authority
4. COVID-19: Interim Communicable Disease Control Guidelines for Industrial Camps
5. COVID-19 EXPLORATION FIELDWORK SAFETY GUIDELINES

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	Review Date:	On Going
	Version:	2.0

APPENDIX A – COVID PRESCREENING – SFTY-02-185

 MATRIX Camps Logistics Aviation Management	COVID-19 PRESCREENING	
	Created By: L. Violette	Risk Ranking: N/A
	Revised By:	Date Revised:
	Approved By: M. Kenney	Date Approved: 2020-04-19
	Version: 1.0	Document ID: SFTY-02-185

COVID-19 continues to evolve quickly. Given this, we are conducting active screening for potential risks of COVID-19 with everyone entering the vehicle and worksite to ensure the safety and well-being of everyone.

Name: _____ Date: _____

Signature: _____

This questionnaire is required to be complete by crew, contractors, and clients before coming into the worksite.


- MATRIX crew will complete the questionnaire before getting into the vehicle.
 - Contractors and client will complete the questionnaire before getting into the helicopter.
1. Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing?
 - a. Yes
 - b. No
 2. Have you traveled internationally within the last 14 days (outside Canada)?
 - a. Yes
 - b. No
 3. Have you had close contact with a confirmed or probable COVID-19 case?
 - a. Yes
 - b. No
 4. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?
 - a. Yes
 - b. No
 5. Temperature Check: _____ (DOCUMENT TEMPERATURE HERE)
Fever
☐ Yes
☐ No

Thank you for answering all the questions. Before getting in the vehicle or helicopter please sanitize your hands and put on the following PPE:


- Gloves
- Face Mask

If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the vehicle, helicopter, or worksite.

If an individual is not feeling well direct them to contact their doctor and the public health unit.

	Document Name:	SOP – COVID - 19
	Document ID:	OPPS-04-150
	Review Date:	On Going
	Version:	2.0


APPENDIX B – COVID TRANSMISSION PREVENTION – SFTY-02-175

 MATRIX Camps Logistics Aviation Management	SWP- Disease Transmission Prevention	Date Created: 2020-04-07
	Created By: L. Violette	Risk Ranking: Medium
	Revised By: n/a	Date Revised: n/a
	Approved By:	Date Approved: 2020-04-17
	Version: 2.0	Document ID: SFTY-02-175

READ BEFORE ENTERING

The following safe work practice has been established to prevent disease transmission during worksite operation, transportation of crew and clients to remote worksites, working in the shop and meetings. It is based on regulatory requirements and disease prevention best practice/protocol. As the pandemic evolves, all new information will be evaluated and implemented if applicable.

- Crew, contractors, and clients will be required to wash their hands or disinfect with hand sanitizer before entering a gathering area including vehicles, shop area, offices, and any gathering areas.
- When practical crew, contractors, and clients will wear protective masks when gathering in vehicles, meeting rooms and offices.
- Crew, contractors, and clients will space themselves at least 2- meters away from each other when possible and practical.
- When working in a shop crew, contractors and clients will maintain a 2-meter working space between each other. If a task requires more than 1 person then protective masks and gloves **MUST** be worn.
- When physical distancing or wearing PPE is not practical “work pods” can be created. These work pods can be thought of as a family unit and will ensure that close contact only occurs within a selected group.
- Dispensers of alcohol-based hand rub will be prominently placed or made available where crew, contractors and clients are gathering.
- Boxes of tissues will be prominently placed or made available where crew, contractors and clients are gathering.
- Crew, contractors, and clients are encouraged to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them.
- Windows and doors will be open whenever possible and practical to ensure the area is well ventilated.

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	Document ID:	OPPS-04-150
	Review Date:	On Going
	Version:	2.0

APPENDIX C – DRY SANIZATION LOG

**MATRIX**

Camps | Logistics | Aviation Management

DRY SANITATION LOG

Date Created: 2020-04-17

Created By: L. Violette

Risk Ranking: **Moderate**

Revised By: n/a

Date Reviewed: n/a

Approved By: M. Kenney

Date Approved: 2020-04-20


Version: 1

Document ID: SFTY-02-186

Days	Soap dispenser Sanitizer		All Toilet Paper Holder Sanitized		Sinks Sanitized		Soap dispenser Sanitizer		All Toilet Paper Holder Sanitized		ALL Shower Head Sanitized		All Door Handles Sanitized		Mirrors		Washers & Dryer		All other Surfaces	
	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial
Sun																				
Sun																				
Mon																				
Mon																				
Tues																				
Tues																				
Wed																				
Wed																				
Thurs																				
Thurs																				
Fri																				
Fri																				
Sat																				
Sat																				

This log is for remote worksites that do not have private bathrooms. Post on the back side of the door. The dry is to be sanitized twice a day.

- After breakfast and before Coffee break
- After the last shower of the evening which is to take place before **8:30 pm**.
- Worksite with private bathrooms will be sanitized when the resident leaves site. The residents will have access to sanitization products during their stay at site.

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APPENDIX D – DINING ROOM SANITIZATION LOG

**MATRIX**

Camps | Logistics | Aviation Management

DINING ROOM SANITATION LOG

Date Created: 2020-04-17

Created By: L. Violette

Risk Ranking: **Moderate**

Revised By: n/a

Date Reviewed: n/a

Approved By: M. Kenney


Date Approved: 2020-04-20

Version: 1

Document ID: SFTY-02-187

Days	Chair Backs		Chair Seats		Tables		Condiments		Coffee Pot Handle		Coffee station		All Door Handles Sanitized		Light Switches					
	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial
Sun																				
Sun																				
Sun																				
Mon																				
Mon																				
Mon																				
Tues																				
Tues																				
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Wed																				
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Fri																				
Sat																				
Sat																				
Sat																				

The dinning room must be sanitized before every meal and coffee break. Post this log on the back of the dining room door. The last 3 columns are for site specific surfaces or areas.

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	Review Date:	On Going
	Version:	2.0

APPENDIX E – OFFICE SANITIZATION LOG

**MATRIX**

Camps | Logistics | Aviation Management

OFFICE SANITIZATION LOG

Date Created: 2020-04-17

Created By: L. Violette

Risk Ranking: **Moderate**

Revised By: n/a

Date Reviewed: n/a

Approved By: M. Kenney


Date Approved: 2020-04-20

Version: 1

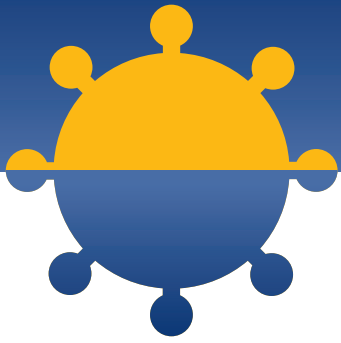
Document ID: SFTY-02-188

Days	Chair Backs		Chair Seats		Desks		Door Handles		Printer		Photo Copier		Windows		Light Switches					
	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial
Sun																				
Mon																				
Tues																				
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The OFFICES must be sanitized daily. Determine schedule with Project Manager. Post this log on the back of the OFFICE door. The last 2 columns are for site specific surfaces or areas.

 MATRIX Camps Logistics Aviation Management	Document Name:	SOP – COVID - 19
	Document ID:	OPPS-04-150
	Review Date:	On Going
	Version:	2.0

APPENDIX F – HEALTH POSTERS



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**



**Either will clean your hands:
use soap and water if hands
are visibly soiled.**

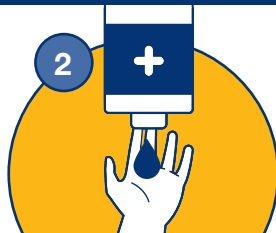


Remove hand and wrist jewellery

HOW TO HAND WASH



Wet hands with warm
(not hot or cold)
running water



Apply liquid or foam soap



Lather soap covering
all surfaces of hands
for 20-30 seconds



Rinse thoroughly
under running water



Pat hands dry thoroughly
with paper towel



Use paper towel
to turn off the tap

HOW TO USE HAND RUB



Ensure hands are visibly
clean (if soiled, follow hand
washing steps)

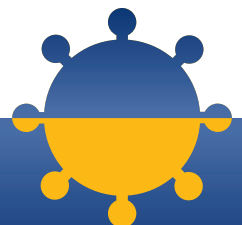


Apply about a loonie-sized
amount to your hands



Rub all surfaces of your hand
and wrist until completely
dry (15-20 seconds)

COVID19_HH_001





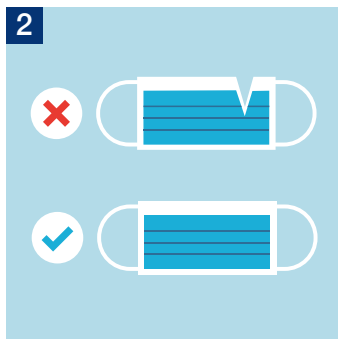
Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

How to Wear a Face Mask



Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



Check the new mask to make sure it's not damaged.



Ensure colour side of the mask faces outwards.



Locate the metallic strip. Place it over and mold it to the nose bridge.



Place an ear loop around each ear or tie the top and bottom straps.



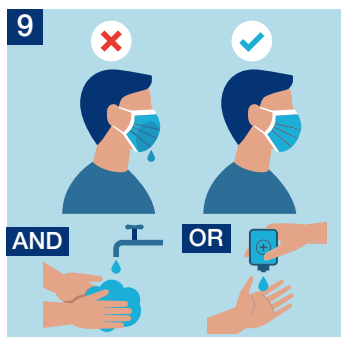
Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



Do not touch the mask while using it, if you do, perform hand hygiene.



Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



Perform hand hygiene.



Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

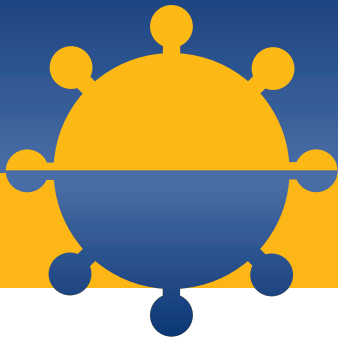


Discard the mask in a waste container.



Perform hand hygiene.





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health

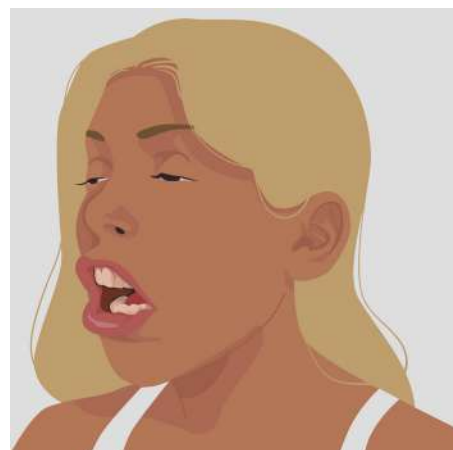
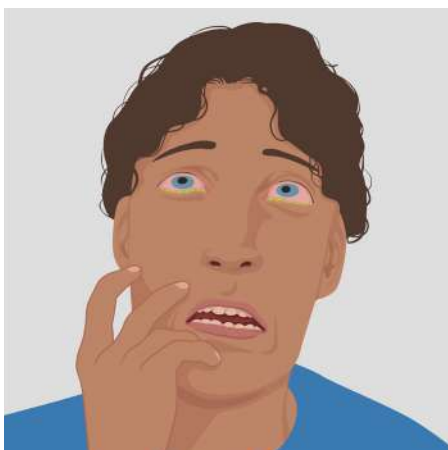
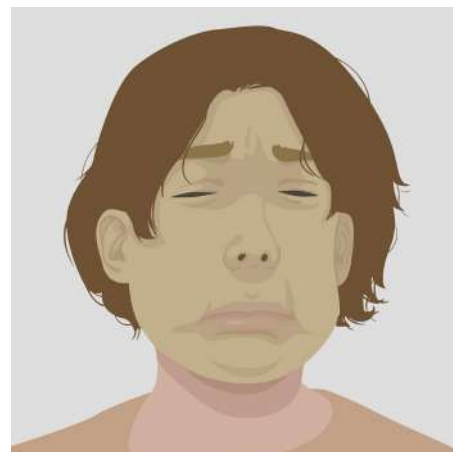
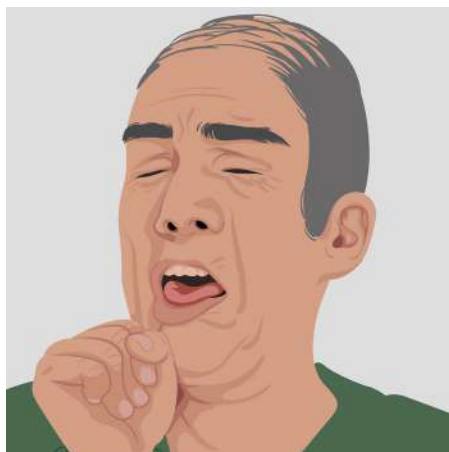
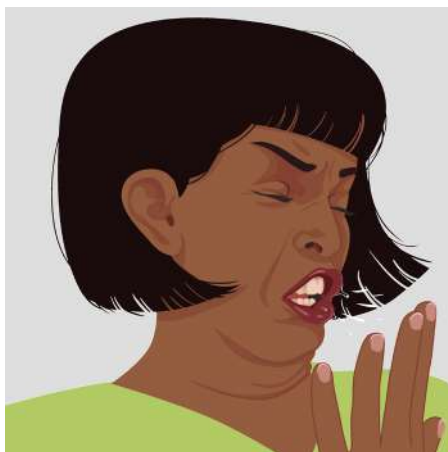
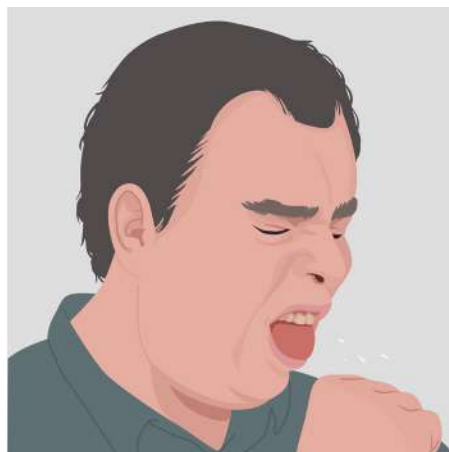
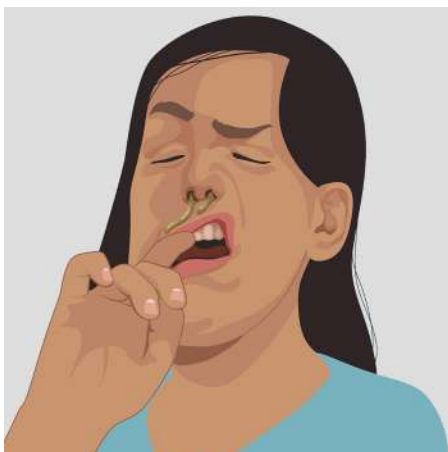


BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**



Spreading germs is OUT. Handwashing is IN!



Handwashing is one of the most important things we can do
to avoid getting sick and spreading germs to others.



**Centers for Disease
Control and Prevention**
National Center for Emerging
and Zoonotic Infectious Diseases

www.cdc.gov/handwashing

CS267337-A



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



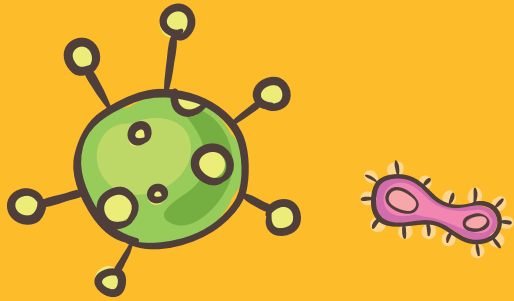
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS309599A

COVER YOUR COUGH AND SNEEZE



Stop the spread of germs that make people sick



When you cough or sneeze
cover your nose and mouth
with a tissue



or

Cough or sneeze into your
elbow, not your hands.



Throw away your tissue!

Clean your hands after
coughing or sneezing.


Thanks!




Building a
Better Health
Service

Seirbhís Sláinte
Níos Fearr
á Forbairt



	Document Name:	SOP – COVID - 19
	Document ID:	OPPS-04-150
	Review Date:	On Going
	Version:	2.0

APPENDIX G – ROAD BOX CONTENTS - SFTY-02-165

 MATRIX Camps Logistics Aviation Management	Road Box Contents	
	Created By: D. Nelson	Date Created: 2015-10-02
	Revised By: L. Violette	Date Revised: 2020-04-23
	Approved By: M. Kenney	Date Approved: 2019-04-23
	Version: 2.0	Document ID: SFTY-02-165

ROAD BOX CONTENTS

Contents consist of the following and must be verified prior to trip departure:

- Flashlight
- Booster cables
- Headlamp
- H/D Tarp (1)
- Open ended ring spanners
- 3 adjustable wrenches
- 1 channel lock
- Tow straps
- Box of HD garbage bags
- Set of 4 – ratchet straps
- Pink flagging tape
- DG Placards
- Aluminum DG Placard holder
- Can of WD-40
- Poly-tape/Electrical tape
- Fire extinguisher (10-20 Lb type ABC)
- Spare Tire
- Hydraulic Jack
- Satellite Phone for remote travel
- Safety vest
- Safety glasses
- 2 pairs of safety gloves (1 pair insulated, 1 pair non-insulated)
- First Aid Kit – Level 1
- Extension Cord (3 prong, outdoor, 20-30 ft)
- Pkg of assorted zip ties
- Jug of windshield washer fluid/antifreeze
- Pkg of waterproof matches
- Emergency blanket
- Emergency food supply (cliff bars, 3 water bottles, 3 Gatorade)
- Emergency candle
- Cotter pin
- Trailer wiring plug
- Screw drivers
- Shovel
- Diesel Can
- Gas Can
- In Reach Unit

PPE


COVID- 19 PPE

- Disinfectant Wipes
- Hand Sanitizer
- Gloves
- Face Mask

Extra PPE that stays in the truck

- High Visibility Vests
- Work Gloves

If contents are used, missing and not useable record this on the vehicle pre-trip inspection form and replenish before departure.

	Document Name:	SOP – COVID - 19
	Document ID:	OPPS-04-150
	Review Date:	On Going
	Version:	2.0

APPENDIX H – KITCHEN CLEANING CHECKLIST – CAT-06-041



MATRIX
Camps | Logistics | Aviation Management

Kitchen Cleaning Checklist

Created By: L. Violette

Risk Ranking: N/A

Revised By:

Date Revised: N/A

Approved By: J. Weisbrod

Date Approved: 2019-10-22

Version: 1.0

Document ID: CAT- 06-041

PROJECT:

DATE RANGE:

FIRST COOK:

ITEMS TO CLEAN THROUGHOUT EVERY COOKING SHIFT

DESCRIPTION	M	T	W	T	F	S	S
Brush and wipe clean bbq after ever use.							
Wipe down the entire line and prep areas							
Switch cutting boards and cloth underneath.							
Sanitize cutting boards after use with meat fish and poultry							
Change sanitizing water and cleaning rags							
Empty trash bins							
Clean stovetops and sides (<i>1st cook or whomever uses stove</i>)							
Dishes to be washed, sanitized and put away							

KITCHEN ITEMS TO CLEAN AFTER EACH COOKING SHIFT (BREAKFAST, LUNCH, DINNER)

DESCRIPTION	M	T	W	T	F	S	S
Clean the fryers							
Clean the grill							
Empty sanitizing buckets							
Put all cleaning rags in dirty laundry							
Put all aprons and chefs coats in laundry (<i>not with cleaning rags</i>)							
Wash & sanitize all surfaces (<i>cutting boards, reach-in, line, prep tables</i>)							
Empty steam table and clean							
Wash meat and cheese slicer after each use							
Cover all bins in reach-in cooler/fridges with plastic wrap							
Wash floor mats							
Sweep floor mats (<i>degrease if necessary</i>)							
Sweep walk-in refrigerator and dry storage							
Clean and sanitize sinks and dirty dishwashing area							
Clean toaster area							
Seal loaves of bread							



MATRIX
Camps | Logistics | Aviation Management

Kitchen Cleaning Checklist

Created By: L. Violette

Risk Ranking: N/A

Revised By:

Date Revised: N/A

Approved By: J. Weisbrod

Date Approved: 2019-10-22

Version: 1.0

Document ID: CAT- 06-041

DAILY KITCHEN CLEANING LIST

DESCRIPTION	M	T	W	T	F	S	S
Clean out grease traps (<i>Give to Camp attendants immediately to dispose</i>)							
Mop floors (<i>Twice a day may be needed during some seasons</i>)							
Wash the can opener							

WEEKLY KITCHEN CLEANING LIST - THESE DUTIES CAN BE ROTATED THROUGHOUT THE WEEK

DESCRIPTION	M	T	W	T	F	S	S
Empty reach-in coolers/fridges and wash and sanitize them							
Fully organize and clean shelves and floor in stock rooms							
De-lime sinks and faucets							
Clean coffee machine							
Clean the ovens. Be sure to follow the manufacturer's instruction on this particular job.							
Clean and fill all condiments							
Sharpen knives							
Oil cast iron cookware							
Use drain cleaners on floor drains							
Run hood filters through the dishwasher (or hand wash)							
Organize and clean storage area (including shelves)							

MONTHLY KITCHEN CLEANING LIST

DESCRIPTION	M	T	W	T	F	S	S
Wash behind the hot line (<i>oven, stove, fryers</i>)							
Clean freezers							
Calibrate ovens							
Calibrate thermometers							
Sharpen the meat and cheese slicer							
Wash walls and ceilings							
Wipe down the storage area							
Change any pest traps							
Clean hoods twice a year							
Empty out grease catchers if present (<i>sink drain</i>)							
Clean pilot lights on gas kitchen equipment (<i>Be sure to follow the manufacturers instruction</i>)							

NOTE:

- ☐ Garbage cans are to be cleaned as required, at minimum once a week.
- ☐ Cupboards are to be cleaned as required, at minimum once a week.

1 Title	COVID-19 Operations Protocol
2 Introduction	There are many dynamic and special requirements to keep a safe operation during the COVID-19 pandemic. Summit Helicopters is working to keep our employee's, clients and the general public healthy while maintaining our operations.
3 Purpose of the policy	This protocol is to define the actions we will take to follow the Canadian federal, provincial and territorial rules as they apply to our operations.
4 Detailed policy statement	<p>4.1 Accepting Work</p> <ol style="list-style-type: none"> Summit will only accept work that is determined to be essential as per the BC guidelines. See link in Reference Section. Only persons essential to the operation should be included. A summary of the previous 14 days will be required for each passenger. This will include working locations, social distancing practices and confirming: <ol style="list-style-type: none"> Whether they have been refused boarding in the past 14 days due to a medical reason related to COVID-19; and Whether they are the subject of a mandatory quarantine order as a result of recent travel or as a result of an order issued by the provincial or local health authority. A complete Passenger Information Sheet for each passenger is required. The client will be provided this protocol and will accept the requirements herein. Certain work that falls under 702 maybe exclude some of the above requirements. This must be approved by the Operations Manager. <p>4.2 Client Responsibilities</p> <ol style="list-style-type: none"> The client will be responsible to supply PPE to their employee's including: <ol style="list-style-type: none"> hand sanitizer; surgical masks; and hearing protection. The Client is responsible to ensure their employee's are training in using the applicable PPE, and washing their hands. Passengers will clean or disinfect their hands prior to each entry into the helicopter and it is recommended that they do so when they leave. Each passenger will be required to carry out the risk assessment here. <ol style="list-style-type: none"> Only persons who score low will be permitted to board. <p>4.3 Restrictions in Flight Operations</p> <ol style="list-style-type: none"> The front passenger seat will not be available for use. <p>4.4 Health Check</p>

The Pilot in Command will read items 1 and 2 to each passenger and obtain verbal confirmation of understanding of these items. The Pilot in Command will read

question 3 to each passenger:

1. Inform each passenger not to provide answers to the health check questions and the additional questions that they know to be false or misleading.
2. It is the passenger's obligation, as mandated by Order 3-89-1 Interim Order to Prevent Certain Persons from Boarding Flights in Canada, too
 - a. answer all questions; and
 - b. not provide answers that they know are false or misleading.
3. Please verify whether you exhibit the following symptoms:
 - a. a fever;
 - b. a cough; and/or
 - c. breathing difficulties.

In addition to this Health Check, the Pilot in Command must observe each passenger for signs of symptoms.

4.4.1 Exceptions

1. The operator is not required to do a health check for the following person:
 - a. a crew member; or
 - b. a passenger who provides a medical certificate certifying that any symptoms referred to in this section that they are exhibiting are not related to COVID-19.

4.4.2 Prohibition

The PIC must refuse to allow a passenger to board an aircraft for a flight that the operator operates if:

1. The passenger's answers to the Health Check questions indicate that they exhibit:
 - a. a fever or cough; or
 - b. a fever and breathing difficulties;
2. the PIC observes, during the process of boarding an aircraft, that the passenger is exhibiting
 - a. a fever and cough; or
 - b. a fever and breathing difficulties;
3. the passenger's answers to any of the additional questions asked of them under this Health Check; or
4. the passenger is a competent adult and refuses to answer any of the questions asked of them under this Health Check.

4.4.3 Waiting Period

A passenger who is refused boarding of an aircraft under this Health Check is not permitted to board another aircraft for the purpose of being transported for a period of 14 days after the refusal, unless they provide a medical certificate certifying that any symptoms referred to in this Health Check that they are exhibiting are not related to COVID-19.

4.5 Face Mask

4.5.1 Exceptions



Section 4.5 does not apply:

1. to an infant;
2. to person who has breathing difficulties unrelated to COVID-19;
3. to a person who is unconscious; or
4. to a person who is unable to remove a face mask without assistance;
5. when the safety of the person could be endangered by wearing a face mask;
6. when the person is eating, drinking or taking oral medications; or
7. when a crew member authorizes the removal of the face mask to address the passenger's special needs of unforeseen circumstances.

4.5.2 Notification

The Pilot in Command must notify, verify and receive confirmation from every passenger that intends to board an aircraft for a flight:

1. The passenger must be in possession, prior to boarding, of a face mask;
2. The passenger must wear the face mask at all times during the flight when they are 2m or less from another person unless both persons live in the same private dwelling-house or other place that serves that purpose; and
3. The passenger must comply with any instructions given by a crew member with respect to wearing the face mask.

4.5.3 Prohibition

PIC is prohibited from permitting a passenger to board an aircraft for a flight if:

1. the passenger is a competent adult and does not provide, or refuses to provide, the confirmation referred to in section 4.5.2;
2. the operator cannot verify under section 4.5.2 that the passenger is in possession of face mask; or
3. the passenger refuses to comply with instructions given by a crew member with respect to wearing a face mask.

4.5.4 Refusal to comply

If, during a flight, a passenger refuses to comply with an instruction given by a crew member with respect to wearing a face mask, the operator must:

1. Keep a record of
 - a. The date,
 - b. The passenger's name and contact information,
 - c. the circumstances related to the refusal to comply; and
 - d. inform the Operations Manager.

4.6 Addition PPE

Each aircraft will be equipped with the follow PPE for Summit Helicopter employees.

1. (20) Surgical Masks
2. (2) N95 Masks
3. (1) 500ml of hand sanitizer
4. (1) 750ml bottle of aircraft sanitizer
5. (1) roll of blue towels for wiping



6. (10) pairs of gloves
7. (6) Brown Paper Bags

4.7 Summit Helicopters will:

1. Maintain and follow Transport Canada recommended guidelines and orders;
2. Provide a pilot who meets the low risk profile;
3. Disinfect the helicopter prior to the job start and at the end of each day;
4. Pilot will wear mask and PPE as required;
5. Provide a thermometer to check for fevers;
6. Complete Passenger Briefing – COVID-19 Forms;
7. Provide ample headsets to allow for assignment to passengers with consistent cleaning and potential distribution.
8. Isolate this helicopter and crew from interactions with other helicopter operations.

These protocols will apply to all work, except for BCAS and for jobs with specific procedures that have been developed for their individual requirements.

5 Applicability

6 Definitions

Face Mask - means any non-medical mask or face covering that is made of at least two layers of tightly woven material such as cotton or linen, is large enough to completely and comfortably cover a person's nose and mouth without gaping and can be secured to a person's head with ties or ear loops.

7 Additional Resources

COVID-19 Passenger Briefing Supplement
Passenger Information Sheet

8 References

Ledcor Updates	http://connect.ledcor.net/AboutLedcor/FeatureStories/Pages/Covid-19-resources.aspx
General Updates	https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
Self-assessment	https://covid19.thrive.health/
Risk Assessment	https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html
PPE Instructional Videos	Hand Hygiene and Donning PPE video here Doffing Gloves & Gown video here Doffing Mask here Doffing face shield here Reuse & Redonning of N95 and face shield here
BC List of Essential Services	https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19#transportation
TDG	https://www.tc.gc.ca/eng/tdg/covid-19-requirements-safe-transportation-infectious-substances-class-6-2.html
Latest TC Updates	https://www.tc.gc.ca/en/initiatives/covid-19-measures-updates-guidance-tc.html





COVID-19 PATIENT TRANSFER PROCEDURE

DOCUMENT CONTROL No:

REVISION **9**



2975 Airport Road
Kamloops, BC V2B 7W8

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2 Introduction

This procedure has been created using established protocol and training documentation that are presently in practice on our Bell 412 EPI Provincial Air Ambulance Program for the transportation of suspected COVID-19 infected patients. The content has been vetted to meet or exceed published HS&E BC Provincial and National Standards.

Updates	https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
Self-assessment	https://covid19.thrive.health/
Risk Assessment	https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html

3 Purpose

The purpose of this procedure is to provide concise work instructions for conducting the transfer of a patient, or patients who have symptoms or who have been confirmed to have COVID-19.

4 COVID-19 Transport Policy

- 1) Any transport of a person with symptoms or confirm case of COVID-19 shall be approved by the Accountable Executive (AE) by accepting the applicable Flight Risk Assessment Tool (FRAT) through Cirro-Flight Management Software.
- 2) A Province Health Authority must approve this procedure, or each flight prior to accepting a patient.
- 3) The AE will be provided the items found in Appendix A – Acceptance Checklist before the FRAT is approved.
- 4) Pilots who have performed a COVID-19 transport will go into 14-day isolation after said transport, except for further COVID-19 transports.
- 5) The FRAT COVID-19 Transport will be carried out prior to each flight.
- 6) Passengers may only occupy the aft passenger compartment of the helicopter and wear PPE at all times.
- 7) Passengers will only be loaded and unloaded with blades stopped.
 - a) All non-essential items will be removed from this compartment, and baggage will be stowed and secured by a seat belt in this compartment. The pilot will not physically touch these items but will be responsible to confirm security visually.
 - b) Only the patient will carry and place their items in the aircraft.
- 8) Pilot and patient will maintain social distancing practices as much as possible.
- 9) Patient will be seated in the aft, left-hand seat of the helicopter.
- 10) No escorts will be permitted with the patient except for an attendant with the appropriate PPE.
- 11) Maximum passengers:
 - a) Bell 407: two passengers including attendant.
 - b) Bell 412: nine passengers including attendants.
- 12) The aft passenger compartment shall be quarantined when the patient has been delivered until the Deep Cleaning Procedure has been carried out.
- 13) During flight the aircraft vent blowers will be limited to avoid the circulation of contaminated air.

5 Procedure – Brucejack Mine

The following procedure will be amended to fit the needs of each prospective client.

Summit Representative: Andy Ramsay, 250-641-1497, Andy.Ramsay@summithelicopters.ca

Pretium Representative: [NAME], [PHONE NUMBER], [EMAIL]

5.1 Phase 1 – Notice of Transfer

A notice of transfer will be delivered to the Summit Representative by way of email or phone call. Once received the following checklists will be initiated. The Notice of Transfer would ideally be provided 24 hours before the flight, but a minimum of 4-hours should be made to ensure all preparations can be made.

- ☐ Aircraft Preparation Checklist
- ☐ Pilot Responsibilities
- ☐ Patient Responsibilities
- ☐ Client Responsibilities
- ☐ Passenger Pick-Up Plan

5.2 Phase 2 – Collection of Pre-Launch Data

Before the flight the Pilot will need to flight-plan, ensure all their training is complete and gain final approval to launch from the Summit Helicopters Accountable Executive.

The following checklists will be completed prior to launch:

- ☐ Pre-Flight Checklist
- ☐ Acceptance Checklist

COMMUNICATION: The pilot will notify the Client Representative and Summit Representative of Departure

5.3 Phase 3 – Aircraft Launch

On receiving approval to launch the aircraft will proceed as normal. It will make one stop at the Summit Nass River Fuel Cache, fill the helicopter with fuel, and proceed to Brucejack. The purpose of the stop for fuel is so no stops are required on the return trip.

5.4 Phase 4 – Pick-Up at Client Site

The patient will be waiting at [DESIGNATED AREA] for pick-up. On arrival of the helicopter the patient will remain clear of the helicopter until the pilot has donned their PPE and the patient is given notice by the pilot to approach. The patient may only approach in full PPE except for hearing protection, and they should bring their luggage with them. Luggage shall be in a new garbage bag. The pilot will then provide a safety briefing, maintaining at least a 2-metre distance from the patient.

Once complete, the patient will stow their baggage as directed by the pilot. The patient will then move away from the helicopter, maintaining a minimum of 2-metres so the pilot can confirm the baggage is secure. After being directed by the pilot, the patient may board the helicopter and insert or wear their hearing protection.

A sterilized safety briefing card and new vomit bag will be provided.

COMMUNICATION: The pilot will notify the Client Representative and Summit Representative of Departure

5.5 Phase 5 – Return Flight

During the flight communication with the pilot will not be possible. The flight is approximately (1) to (1.5) hours

long. During this time the ventilation system will be off to avoid air circulation.

5.6 Phase 6 – Drop off at Designated Site

There is a designated medevac landing zone at the Terrace Airport.

[INSERT DIAGRAM]

On landing the patient will wait for indication from the pilot to disembark the helicopter. Rotors must be stopped. Ideally the ground vehicle collecting the patient will be waiting for the helicopter. The vehicle must maintain 50 feet from the helicopter. The pilot will remain in the helicopter at the controls while the passenger disembarks and collects their luggage.

CAUTION

The vehicle must always remain 50 feet away from the helicopter.

5.7 Phase 7 – Helicopter Return to Base

When the ground vehicle has picked up the patient and left the area the pilot will start the helicopter and return to the Summit base. The pilot will land, shut down and exit the helicopter. The pilot will doff their PPE in accordance with the training within and dispose of it in the designated PPE container, seal the bag and dispose of the bag in the general garbage.

A sign shall be hung on the helicopter stating, “CONTAMINATED, DO NOT ENTER”.

The pilot will then begin their isolation until 14 days has passed, or the patient has tested negative.

COMMUNICATION: The pilot will notify the Client Representative and Summit Representative of transfer.

5.8 Phase 8 – Helicopter Return to Service

The helicopter shall be cleaned by a professional cleaning service, or internal cleaning staff using the instructions in Appendix I. Once clean, the sign “CONTAMINATED, DO NOT ENTER” shall be removed, and a sign stating “DISINFECTED HELICOPTER FOR COVID-19 PATIENT TRANSFER ONLY. DO NOT ENTER UNLESS AUTHORIZED BY OPERATIONS MANAGER.” shall be hung.

5.9 Phase 9 – Collection of Post-Transfer Data

After the flight is complete the following checklist will be completed:

- ☐ Post-Flight Checklist

IMPORTANT NOTE

The client must inform Summit of the patient's test results as soon as possible.

6 Checklist Responsibility

These are the company positions responsible to collect the following items.

Checklist	Responsible Position	Completed by
Acceptance Checklist	Accountable Executive (Summit)	Accountable Executive (Summit)
Aircraft Preparation Checklist	Operations Manager (Summit)	AME (Summit)
Pre-Flight Checklist	Operations Manager (Summit)	Pilot in Command (Summit)
Pilot Responsibilities	Operations Manager (Summit)	Pilot in Command (Summit)
Patient Responsibilities	Operations Manager (Summit)	Patient
Client Responsibilities	Operations Manager (Summit)	Client
Post-Flight Checklist	Operations Manager (Summit)	AME (Summit)

7 Appendix A – Acceptance Checklist

The acceptance checklist is used by the Accountable Executive to track the required processes prior to a COVID-19 Patient Transfer. The acceptance is recorded by accepting the applicable COVID-19 FRAT made the morning of the transfer.

Completed by: Accountable Executive

Controlled by: Accountable Executive

TASK	Completed/Confirmed
Appendix C – Pre-Flight Checklist	
Appendix D - Pilot Responsibilities	
Appendix E - Patient Responsibilities	
Appendix F - Client Responsibilities	
Appendix H - Passenger pick-up plan	
Approve FRAT	
Forward this checklist to Operations Manager	

Completed By: (Print and sign)	
Date:	

8 Appendix B – Aircraft Preparation Checklist

The Bell 407 or Bell 412 may be used for COVID-19 patient transfer. For both helicopters only the aft passenger compartment may be used to hold passengers during this transport. All items which might be required by the pilot should be in secure storage in the front passenger seat area.

CAUTION

Ensure items in the cockpit will no interfere with any controls.

Completed by: AME

Controlled by: Operations Manager

TASK	Completed/Confirmed
Remove all non-essential items from passenger compartment. Such as: <ul style="list-style-type: none"> <input type="checkbox"/> Headsets <input type="checkbox"/> All hat-rack items <input type="checkbox"/> Hat-rack cover <input type="checkbox"/> Sat Phone Stow these items in a suitable container in the co-pilot seat area. For example, a small duffle bag secured with the seatbelt.	
Install temporary curtain. This curtain is to provide further isolation and protection for the pilot and is installed behind the pilot and co-pilot seat position. On the Bell 407 this would be in the aft passenger compartment. It can be made of barrier plastic and attached with aluminum tape (speed tape). It should be disposable or made of a surface which can be cleaned easily.	
Put disposal can with garbage bag and lid in baggage compartment for used PPE.	
Carry out Appendix I - Aircraft Deep Cleaning Procedure.	
Have (2) sterilized safety briefing cards and (2) sick bags in the passenger compartment.	
Forward this checklist to the Operations Manager	

Completed By: (Print and sign)	
Date:	

9 Appendix C - Pre-Flight Checklist

The Pre-Flight Checklist is used to track each item required prior to carrying out the flight.

Completed by: Pilot in Command

Controlled by: Operations Manager

TASK	Completed/Confirmed
Carry out flight planning in accordance with Company Operations Manual. If fuel is required, it should be taken before picking up the passenger.	
Complete COVID-19 FRAT	
Viral Protection Kit	
Paper copy of this procedure available to the pilot in helicopter	
Provincial Health Authority authorization to proceed	
Forward this checklist to the Operations Manager	

Viral Protection Kit	Check
(3) N95 face mask or equivalent (2) Large, (1) Medium and (3) mask filters	
(3) Surgical face mask	
(5) Nitrile gloves	
(2) Tyvex suit	
(2) Face Protection	
Hand sanitizer	
Sanitizer spray or wipes for Aircraft (See cleaning lists for details)	
Disposable cloths	

Completed By: (Print and sign)	
Date:	

10 Appendix D - Pilot Responsibilities

In addition to the pilot responsibilities listed in the Company Operations Manual, the following apply.

Completed by: Pilot in Command

Controlled by: Operations Manager

TASK	Completed/Confirmed
Carry out selfrisk assessment: https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html	
Review these videos: Hand Hygiene and Donning PPE video here Doffing Gloves & Gown video here Doffing Mask here Doffing face shield here Reuse & Redonning of N95 and face shield here	
Thoroughly review and complete FRAT	
Self-isolate after each patient transfer as per this policy	
Wear all applicable PPE Flight with passenger compartment barrier: Surgical Mask Loading/unloading not assisting: N95 Mask Loading/unloading assisting: N95 Mask, face shield, gown, gloves – dispose of each after loading.	
Mask Fit Test carried out, current and pilot clean shaven	
Forward this checklist to the Operations Manager	

Completed By: (Print and sign)	
Date:	

11 Appendix E - Patient Responsibilities

The acceptance checklist is used by the Accountable Executive to track the required processes prior to a COVID-19 Patient Transfer. The acceptance is recorded by accepting the applicable COVID-19 FRAT made the morning of the transfer.

Completed by: Patient

Controlled by: Summit Helicopters Operations Manager care of Client Representative

TASK	Completed/Confirmed
Review these videos:	
Hand Hygiene and Donning PPE video here	
Doffing Gloves & Gown video here	
Doffing Mask here	
Practice social distancing	
Wash/sanitize hands and don PPE immediately prior to boarding the helicopter	
Wash/sanitize hands after coughing or sneezing	
Follow instructions of the pilot	
Covering Personal Items <ul style="list-style-type: none"> <input type="checkbox"/> Wash hands <input type="checkbox"/> Don gloves <input type="checkbox"/> Put personal items in new protective bag (garbage bag) and tie <input type="checkbox"/> Doff gloves <input type="checkbox"/> Wash hands 	
Stow and secure your baggage as instructed by the pilot	
Forward this checklist to peter.rice@summithelicopters.ca	

PPE LIST	Check
Surgical face mask	
Hearing protection	
Personal hand sanitizer	
Nitrile Gloves	
Garbage bag per personal item	

Completed By: (Print and sign)	
Date:	

12 Appendix F - Client Responsibilities

The acceptance checklist is used by the Accountable Executive to track the required processes prior to a COVID-19 Patient Transfer. The acceptance is recorded by accepting the applicable COVID-19 FRAT made the morning of the transfer.

Completed by: Client Representative

Controlled by: Summit Helicopters Operations Manager

TASK	Completed/Confirmed
Complete Passenger Manifest	
Provide "Patient Responsibilities" to patient for completion	
Provide patient all required PPE	
Ensure patient is trained to use PPE	
Passenger Pick-Up plan	
Immediately report the test results of the patient to Summit	
Forward this checklist to peter.rice@summithelicopters.ca	

Completed By: (Print and sign)	
Date:	

13 Appendix G – Post-Flight Checklist

Completed by: Operations Manager

Controlled by: Operations Manager

TASK	Completed/Confirmed
Assign staff for Aircraft Deep Cleaning Procedure	
Make isolation plans with pilot	
Pilot Flight Suite removed and bagged for cleaning. Clean flight suit provided. Boots sanitized.	
Collect test results of patient from Client as soon as possible	

Isolation Plan

--

Completed By: (Print and sign)	
Date:	

14 Appendix H - Passenger pick-up plan

The passenger pick-up plan is to identify what will happen after the passenger is delivered to the desired location. At the Terrace airport there is a location for medevac helicopters to land on airside for emergency vehicle access. If the patient is not needing immediate emergency medical attention and has other means of transportation it will be the client's responsibility to define this transportation. Summit will assist with airside access. This plan provides critical details for the pilot at time of drop-off.

IMPORTANT NOTE

The vehicle must always remain 50 feet away from the helicopter.

Completed by: Client

Controlled by: Operations Manager

Passenger Pick-up Plan

Completed By: (Print and sign)	
Date:	

15 Appendix I - Aircraft Deep Cleaning Procedure

Aircraft Cleaning - Aircraft Monthly Deep Cleaning

Purpose

1. To ensure that aircraft used to transport patients is clean and disinfected
2. To prevent exposure to COVID-19 by flight crew, paramedics and patients

Responsibilities


1. Summit is responsible for maintaining the cabin of the aircraft in a clean and orderly manner, routinely deep cleaning and disinfecting the aircraft cabin monthly, or more frequently if required.

Equipment Required

1. Gloves
2. Appropriate personal protective clothing for the task and product being utilized
3. Combined detergent/disinfectant wipes – Accelerated Hydrogen Peroxide (AHP) – e.g. Accel TB or Accel Prevention
4. Heavy duty disposable wipes – e.g. Brawny
5. Bucket of clean warm water
6. Clean mop and mop bucket
 - a) Fresh floor cleaning solution

Principles of Cleaning

1. Gloves must be worn when cleaning and disinfecting equipment.
2. Cleaning equipment should be clean for use and cleaned after use.
3. Cleaning and disinfection is a 2-step process, both steps can be completed using the AHP wipes:
 - a) First step: cleaning equipment and surfaces. Firm pressure is used.
 - b) Second step: disinfecting equipment and surfaces.
4. Cleaning and disinfection products must not be mixed as the detergent inactivates the disinfectant. For example, do not mix bleach with a detergent.
5. Cleaning and disinfectant solutions must not be sprayed as it may cause aerosolization.
6. It is important to allow enough wet contact time to kill microorganisms as identified in the manufacturer's instructions on the container.
7. Surfaces which smear easily or become sticky with disinfectant should be rinsed with clean plain water, using a heavy-duty wipe or clean rag, after the required wet time (refer to item 6 above)
8. A deep clean involves cleaning and disinfecting every surface inside the aircraft, both horizontal and vertical.
9. Hand hygiene must be performed following all cleaning and disinfection procedures.



10. New or novel infections may require a higher level of cleaning and disinfection. Guidance will be provided, specific to the organism and risk.

Procedure

- 1 Gather all equipment and wipes required to clean the patient care equipment.
- 2 Ensure all doors to the aircraft are open to ventilate the cabin
- 3 Clean hands and put on gloves.
 - a) Gloves (or other PPE) should be changed if torn/damaged or soiled.
- 4 Remove waste and discard into general waste receptacle.
- 5 Remove all equipment from the aircraft
 - a) Patient stretchers/cots, sleds and medical base units
 - b) Passenger seats
 - c) Removable cabinets
 - d) Removable floor mats
 - e) Blackout curtain, if easily removable
- 6 Using firm friction, clean and disinfect all surfaces of the equipment/fixtures with the AHP wipes.
- 7 Using firm friction, clean and disinfect all surfaces of the cabin with the AHP wipes.
- 8 Using firm friction, clean and disinfect all handles, levers, buttons, selectors, vent bezels etc.
- 9 Mop floors.
- 10 Discard solution appropriately.
 - a) Waste solution in mop bucket should be discarded down the drain.
 - b) Launder the mop head.
- 11 Remove PPE and discard into lidded garbage can with garbage bag.
- 12 Discard all waste into lidded garbage can with garbage bag.
- 13 Perform hand hygiene.
- 14 Prepare the aircraft and equipment to be service ready for the next patient contact.

The date and details of this cleaning of the aircraft cabin and contents will be recorded at time of task completion, in the aircraft journey log.

Completed By: (Print and sign)	
Date:	

Appendix 3: SODEXO – TNDC Kitchen SOP's

CLEANING AND SANITIZING OF FOOD-CONTACT SURFACES DURING CORONAVIRUS (COVID-19)

COVID-19 is a very fluid situation and information/guidance changes rapidly. Please check the Sodexo COVID-19 page frequently for updated information. Just as important, please check with your state, county, or city health department on a regular basis for additional guidance.

The FDA recommends routine cleaning and sanitizing of food-contact surfaces as prescribed by the FDA Model Food Code. Food-contact surfaces are to be cleaned and sanitized in the following manner:

- In a high temperature dish machine, with a minimum final rinse temperature of 180°F at the manifold and 160°F at the plate surface, verified by a 160°F thermal strip, or a waterproof, digital thermometer, with a minimum/maximum read. The final rinse temperature must be verified once per meal period by either method. If the final rinse is not being met contact your service representative immediately. You may have to temporarily go to disposable service utensils until the machine is adjusted to specifications.
- In a low temperature dish machine, with a minimum 100 PPM concentration of chlorine at the plate surface, verified by a chlorine test strip. If the final rinse is not being met contact your service representative immediately. You may have to temporarily go to disposable service utensils until the machine is adjusted to specifications.
- It is important to continue to check and record dish machine temperatures on HACCP dish machine temperature log once per meal period.
- For large food-contact surfaces that cannot be washed in the dish machine, such as large pots, pans, or other large equipment, the three-compartment sink may be used, following standard wash, rinse, and sanitizing procedures.
- For clean in place equipment, such as tilt kettles, steam kettles, etc., wash with detergent, rinse with clean water, and sanitize with approved chemical.

Disinfectants are not always approved for use on food-contact surfaces and should NOT be used on food-contact surfaces unless instructed by your local regulatory authority.

NAM-SOFT-CLEA_HLC_005_M_DAMP WIPING – FOR FREQUENTLY TOUCHED SURFACES

Segment	HEALTHCARE
SOP or Method	Method
Category	General Cleaning
Version	2/2/0/0

#.1 Description

This Method describes the preparation of the damp wiper cleaning solution, chemical selection and Sodexo techniques to effectively clean and disinfect frequently touched surfaces.

These standards apply to all procedures unless they conflict with the facility or local regulatory policies. In that case, the facility or regulatory policy takes precedence.

This Method is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.

#.2 Health and Safety



- Have you read the risk assessments for the task to be performed?
- Have you been trained for the task to be performed?
- Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?
- Do you have the correct equipment to carry out the task?
- Is it safe to carry out the task?

If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.




Hazards associated with this activity:



- Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc.
- Manual handling (furniture and equipment etc.).
- Walking and working surfaces (slips, trips and falls).
- Infectious diseases and bodily fluids.
- Fire safety (flammable substances).

#.3 Before Starting

- Assess your planned work schedule.
- Visually inspect the patient care environment and determine if additional items need to be included.
- Check the equipment and materials are safe to use before starting the task.
- When assembling equipment, for safety reasons check for damage, specifically checking that plugs and cables are intact, have no cuts or abrasions and are safe for use.
- Operatives must:
 - Visually inspect the work area and ensure the area is safe. If there is a hazard and you are not able find a solution, inform your immediate supervisor before proceeding.

	<ul style="list-style-type: none"> • Put on area-specific or site-specific uniform and PPE that is appropriate for the work to be performed. • Perform the '3 Checks for Safety'. Before starting a job, stop and think ... <ul style="list-style-type: none"> ▪ 1. Do I know how to do the job? ▪ 2. Do I have the right equipment? ▪ 3. Is my environment safe?
<p>#.4 Equipment and Materials</p> 	<ul style="list-style-type: none"> • Use the Sodexo Healthcare Cart/Trolley Setup (<i>reference CLEA_HLC_002_S_SODEXO HEALTHCARE CART / TROLLEY SETUP</i>) • PPE: Disposable, non-latex, moisture impervious gloves, safety glasses, protective apron or clothing. • Sodexo's preferred products are disposable, pre-moistened disinfectant wipes and disposable single use microfiber mops. • Sodexo and hospital approved disinfectant, preferably concentrated and/or ecologically certified, wherever available, diluted according to manufacturer's instructions • Wipers/cloths, disposable acceptable. • Hazard warning signs.
<p>#.5 Procedure</p>	<p>Guidelines for Mixing the Disinfectant</p> <p>Note:</p> <ul style="list-style-type: none"> • The healthcare infection control profession has documented concerns that cleaning cloths and wipers absorb quaternary ammonium disinfectants and do not always release the manufacturers intended parts per million of the active ingredients to the damp wiped surfaces. Sodexo has addressed this concern. This procedure has been designed to ensure that the appropriate amount of active ingredients are left on the surface to achieve that maximum practical cleaning efficacy. • For the purposes of damp wiping frequently touched hand contact surfaces the hospital approved disinfectant is to be diluted according to manufacturer's instructions for mixing. <p>Surfaces to disinfect daily:</p> <p>The following surfaces are example of surfaces that fit into this category:</p> <ul style="list-style-type: none"> • Light switches • Door knobs • Keyboards • Push plates (on doors) • Wheelchairs • Stretchers/trolleys • IV poles • Bed rails • Telephones • TV remotes • Bed call remotes • Over bed tables • Furniture • Headboards • Footboards • Faucets • Dispensers • Shower curtains

- Shower fixtures
- Toilet flushing handle
- Toilet seat
- Wall moldings
- Window sills
- Restroom handrails

Procedure

1. Wear disposable, non-latex, moisture impervious gloves and safety glasses whenever handling disinfectant concentrates to avoid burns to the skin and eyes.
2. Place hazard warning sign at the entrance to the room in such a way as to allow safe access to the room.
3. Move all light furniture and equipment except stationary items (if appropriate) to enable the task to be carried out. Seek assistance if larger items need to be moved.
4. Mix the Sodexo and hospital approved disinfectant according to manufacturer's instructions. Pay special attention to dilution ratios.
5. Use presaturated disinfectant wipes.
6. Scrub the surface clean to remove visible soil. A surface must be free of visible soil before disinfection can occur. For soil embedded into a surface use an abrasive sided pad and plain water to remove the soil.
7. For mineral deposits, a dampened end of a pumice stick is very effective.
8. For petroleum based soil use a de-greaser.
9. For soap scum use a damp wiper pre-saturated the neutral pH bathroom cleaner.
10. To disinfect the surface damp wipe it with the clean side of a presaturated disinfecting wiper.
11. Once the surface is free of organic material, it is important to perform the final pass over the surface with the fresh side of the disinfectant damp wiper.
12. After air drying per the disinfectant manufacturer's recommendations, surfaces may be dried using a dry clean wiper or paper towel if there is a risk of skin contact to the damp surface or if the surface is a highly reflective surface such as glass for streaking might be visible.
13. Leave the hazard warning sign in place until the floor is dry and the final check inspection is complete.
14. Remove, clean and store hazard warning signs.

#.6

The Final Check



- Ensure the concentrated liquids are stored safely and securely
- Store the diluted liquids securely.
- Inspect the area or room carefully:
 - Picture Perfect Room: all furniture and items need to be replaced correctly.
 - Correct any deficiencies.
- Equipment is clean and safe to re-use.
- PPE is cleaned and properly stored or disposed of.
- Report any damaged equipment and interiors, needed repairs or water leaks.
- Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.
- Water taps are turned off.
- Lights are switched off (if appropriate).
- Cleaning equipment is switched off and unplugged.

- Complete any activity record sheets for the task and return them to your supervisor as required.
- Floors are free of spills, debris and body fluids and have a shine without scratches.
- Dispensers are adequately filled.
- First impression cleanliness is constantly maintained.
- Ceilings, ledges, countertops, furniture, and cabinets are clean and free of dust, blood, and body fluids.
- Waste receptacles are clean and free of all debris, dirt, smudges, and contamination.
- Washbasins are clean and free of mineral build-up.
- Bathrooms are clean and free of dust, odors, and buildup; chrome surfaces shine.
- All patient-use items have been damp dusted.
- All other contact items have been damp dusted.

REVISION LOG

Revision Date	Version Number	Section Number	Description of Change	Revised By
3/2019				Arica Booker

NAM-SOFT-CLEA_CORE_002_S_HAND WASHING**Segment** CORE**SOP or Method** SOP**Category** General**Version** 1/3/0/0**#.1****Description**

This Standard Operating Procedure (SOP) explains the Sodexo Hand Washing technique.

This SOP is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.

#.2**Health and Safety**

- Wash your hands:
 - Before beginning and ending your shift.
 - Before and after eating.
 - After smoking.
 - After using the restroom.
 - After handling waste materials.
 - After completing each different phase of your work assignment.

#.3**Before Starting**

- Washing your hands and wearing protective gloves are mandatory. Gloves help protect the skin from chemicals and reduce the risk of transmission of infection.
- To safeguard yourself and others, it is important to develop the habit of frequent hand washing.

#.4**Equipment and Materials**

- Hand soap, preferably concentrated and/or ecologically certified, where available, diluted according to manufacturer's recommendations.
- Drying supplies.

#.5


Procedure

Follow the World Health Organization method:

- Duration of procedure: 40 to 60 seconds.
- Wet hands with water
- 1. Apply enough soap to cover all hand surfaces.
- 2. Palm to Palm.
- 3. Right palm over back of left hand, fingers interlocked and vice a versa.
- 4. Palm to Palm fingers interlaced.
- 5. Back of fingers to opposing palm with fingers interlaced.
- 6. Rotational rubbing of left thumb clasped over right palm and vice a versa.
- 7. Rotational rubbing backwards and forwards with clasped fingers of right hand in left palm and vice a versa.
- 8. Rinse hands with water.
- 9. Dry hands thoroughly with single-use towel
- 10. Use towel to turn off faucet.
- 11. Hands are now clean.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



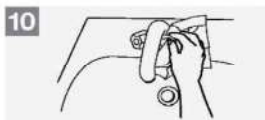
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



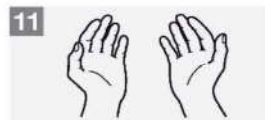
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health
Organization

Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

	<ul style="list-style-type: none"> Always ensure hands are dry before donning gloves and/or before beginning next task. <p>Hand Sanitizer</p> <ul style="list-style-type: none"> Hand sanitizers can be used when hands are not visibly dirty. Do not use hand sanitizer when cleaning <i>Clostridium difficile</i> areas as the organism is not killed by the sanitizer. <p>How to apply hand sanitizer:</p> <ol style="list-style-type: none"> Apply a palmful of the product in a cupped hand, covering all surfaces. Rub the product over all surfaces of hands (front and back) following the procedure outlined above in the World Health Organization hand washing method. <ul style="list-style-type: none"> Always ensure hands are dry before donning gloves and/or before beginning next task.
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<p>#.6</p> <p>The Final Check</p> 	
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REVISION LOG

Revision Date	Version Number	Section Number	Description of Change	Revised By
3/2019	1/1/0/0			Arica Booker
9/2019	1/3/0/0	5	Updated with World Health Organization method.	L. Augeri

GLO-SOFT-CLEA_CORE_001_S_PERSONAL HYGIENE

Segment CORE

SOP or Method SOP

Category General

Version 1/0/0/0

#.1

Description

This Standard Operating Procedure (SOP) explains how to achieve the required standard of personal hygiene.

Due to the nature of cleaning work and the close contact with customers, a good personal hygiene regime is critical to ensuring that operatives and customers are protected from potential contamination and infection.

#.2

Health and Safety



- Have you read the risk assessments for the task to be performed?
- Have you been trained for the task to be performed?
- Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?
- Do you have the correct equipment to carry out the task?
- Is it safe to carry out the task?

If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.



#.3

Before Starting

- Operatives must:
 - Not wear jewelry (especially rings, bracelets, watches, necklaces and earrings) when working as these can become damaged by chemicals and can puncture protective gloves.
 - Make sure that hair is tied back neatly.
 - Make sure that they have the complete correct uniform.
 - Make sure they have short, clean fingernails without nail polish.
 - Check their personal hygiene and appearance.
 - Thoroughly wash their hands before starting work, following the Hand Washing procedure (**SOP reference: CLEA_CORE_002_S_HAND WASHING**).
 - Where necessary, disinfect their hands.
- Operatives' uniform must be clean, tidy and unstained. Strong smelling perfume or aftershave should not be worn.

#.4

Equipment

- Uniforms and work wear: operatives' uniforms must be clean, tidy and unstained. They must not smell of chemicals or anything else when starting work.
- PPE (Personal Protective equipment): safety shoes.

**and
Materials**



**#.5
Procedure**




**#.6
The Final
Check**




NAM-SOFT-LDRY_CORE_019_S_SOILED LINEN COLLECTION

Segment	CORE
SOP or Method	SOP
Category	LAUNDRY
Version	0/1/0/0

<p>#.1</p> <p>Description</p>	<p>This SOP identifies the proper procedure for soiled linen collection within a facility and ensures the maintenance of all infection control standards.</p> <p>It is our policy to ensure that soiled linens are picked up throughout the facility on a scheduled or as-needed basis, seven days per week to ensure continuous processing and infection control.</p> <p>Always refer to manufacturer's guidelines.</p> <p>This SOP is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.</p>
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<p>#.2</p> <p>Health and Safety</p> 	<ul style="list-style-type: none"> • Have you read the risk assessments for the task to be performed? • Have you been trained for the task to be performed? • Do you have the correct PPE for the task to be performed? • Do you have the correct equipment to carry out the task? • Is it safe to carry out the task? <p>If the answer is NO to any of the above questions, then STOP and speak to your immediate supervisor.</p>  <p>Hazards associated with this activity:</p>  <ul style="list-style-type: none"> • Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc. • Manual handling • Walking and working surfaces (slips, trips and falls) • Corrosive chemicals or fumes
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<p>#.3</p> <p>Before Starting</p>	<ul style="list-style-type: none"> • Conduct visual risk assessment when you start a new task. • Beware that unseen hazards may be present in soiled linen. • Know the risk assessment for your equipment. • Follow manufacturer's instructions. • Ensure the maintenance schedule is up to date. • Ensure you know who to contact if maintenance is not conducted on schedule.
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	<ul style="list-style-type: none"> • Cover all cuts, grazes, scratches, scrapes on your skin. • Do not touch switches with wet hands. • Mop up any spillages immediately. • Perform the '3 Checks for Safety'. Before starting a job, stop and think ... <ul style="list-style-type: none"> ▪ 1. Do I know how to do the job? ▪ 2. Do I have the right equipment? ▪ 3. Is my environment safe?
#.4 Equipment and Materials 	<ul style="list-style-type: none"> • PPE: <ul style="list-style-type: none"> ○ Disposable, moisture impervious, non-latex gloves (when handling soiled linen) ○ Puncture resistant gloves (for soiled sort) ○ Safety glasses ○ Safety footwear ○ Liquid resistant barrier gown (for soiled sort) • Safety Data Sheets (SDS) and/or hazardous material risk assessment
#.5 Procedure	<ol style="list-style-type: none"> 1. Soiled linen bags, hampers, and carts should be identified by color coding and/or labeling. 2. Always follow Universal Precautions when handling soiled linen. 3. Bag all soiled linen in each area with enough space left to securely close the bag. 4. Use designated carts for all soiled linen. 5. Store all soiled linen in soiled linen utility rooms or place in the linen chute for processing. All rooms containing soiled linen must be identified by using a biohazard sign. 6. Adopt a prearranged schedule for soiled linen collection. Create a schedule that reduces the holding time of the soiled linen on the unit as much as possible, including weekends. 7. Cover soiled linen transportation carts while in the holding area or in transit. 8. Sanitize soiled linen carts with the approved germicidal detergent daily or as needed before use with clean linen. 9. Do not mix any radioactive substances with soiled linen. 10. Do not mix antineoplastic agents (i.e., contaminated linen) with soiled linen. 11. Display biohazard signs around the perimeter of the soiled collection / sorting area.
#.6 The Final Check	<ul style="list-style-type: none"> • PPE is cleaned and properly stored or disposed of. • Report any damaged equipment and interiors, needed repairs. • Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.



REVISION LOG

Revision Date	Version Number	Section Number	Description of Change	Revised By
8/29/2019	0/1/0/0			Nicole Moser, SME

Segment	CORE
SOP or Method	Method
Category	Collection
Version (date/ editor)	1/2/0/0

#.1

Description

This method **explains how to collect waste in a safe, efficient, and timely manner.**

This method should be adapted, as appropriate, to take account of site waste policy and local regulations and guidelines.

An important part of effective waste management is to ensure that waste is collected in a timely manner to avoid overflowing waste containers and health, safety and environmental risks.

Waste collection activities can involve a variety of designated types of waste storage areas, waste and waste container types, waste transport method, collection schedule, etc.

When collecting waste, it is important that the waste container within the area of collection be left empty and in a safe and tidy condition.

#.2

Health and Safety



- Have you read the risk assessments for your local office and waste management facility?
- This procedure should only be carried out by staff who have received the appropriate task-specific training.
- Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?
- Do you have the correct equipment to carry out the task?
- Is it safe to carry out the task?

**If the answer to any of the above questions is NO,
Then STOP and speak to your immediate supervisor**




Hazards associated with this activity:



Health and Safety precautions to be observed

- Hazardous waste materials.
- Walking surfaces (slips, trips and falls).
- Vehicles (movement of waste vehicles and other site traffic).
- Electric safety (waste equipment).
- Personal hygiene (during and following sorting and segregation activities).
- Manual handling (waste material, skips, bins and equipment).

	<div data-bbox="412 123 711 493"></div> <ul style="list-style-type: none"> • Physical, e.g. asbestos, sharp items. • Biological, e.g. medical waste, dead animals. • Chemical, e.g. solvents, paints, batteries. • Radiological, e.g. laboratory waste. • Fire and explosion hazard (e.g. storage of incompatible waste, short circuit of batteries). • Working at height when inspecting inside of bins and containers • Confined spaces (deep pit, waste container or excavation). <ul style="list-style-type: none"> • Ensure you adhere to the local site risk assessment at all times. • Ensure you wear the site-specific or area-specific PPE at all times, to include non-slip safety footwear, ballistic trousers, cut-resistant gloves and high visibility clothing. • Do not climb into any waste container. • Ensure correct manual handling techniques are used when moving or pulling wheeled bins and containers. • Visually inspect waste containers for sharp edges and cracks prior to handling. • When inspecting waste containers, ensure there is sufficient space to maneuver waste container if required. • Waste container should be inspected upon receipt, while the bin is empty. • If there is a requirement to inspect and sort larger waste containers, seek assistance to support the inspection for manual handling purposes. • If you sustain any injury or identify a near miss while inspecting waste containers, report it verbally to your supervisor immediately. • Ensure the waste vendor that provides waste containers is following all required safety practices while on site. • Ensure correct manual handling techniques are used when moving or pulling waste containers. • Do not move waste containers unless safe to do so. Seek assistance, when required, to move heavy, awkward loads, or loads beyond your capability. • Always observe surroundings. • Always be aware of the presence of biting insects including bees and wasps in the summer months, when dealing with waste in outdoor environments. • Be aware of broken glass and hypodermic needles in waste, especially if the public has access to the area (seek advice from your supervisor).
<p>#.3</p> <p>Before Starting</p>	<ul style="list-style-type: none"> • Ensure you are familiar with the local waste policy and local waste regulations and guidelines. • Visually inspect the work area and review the activity following the '3 Checks for Safety' process. Before starting a job, stop and think ... <ol style="list-style-type: none"> 1. Do I know how to do the job? 2. Do I have the right equipment? 3. Is my environment safe? • If there is a hazard and you are not able find a solution, inform your immediate supervisor before proceeding. • Determine the most efficient/appropriate method to collect and transport waste. • Put on the required PPE identified in the local risk assessment, which will

	<p>typically include non-slip safety footwear, ballistic trousers, cut/puncture resistant gloves and high visibility clothing.</p> <ul style="list-style-type: none"> • Ensure operational teams, suppliers, clients and other key stakeholders are informed of Sodexo's sustainability policy regarding waste, and that relevant actions are taken at site to eliminate all avoidable waste.
<p>#.4</p> <p>Equipment and Materials</p> 	<ul style="list-style-type: none"> • Waste collection vehicle/equipment. • Waste container. • Hazard warning signs. • Spill clean up kit. • PPE: non-slip safety footwear, ballistic trousers, cut/puncture resistant gloves and high visibility clothing, as a minimum. • Appropriate documentation: waste collection schedule, contact information, including emergency contact information, waste receipt documentation.
<p>#.5</p> <p>Procedure</p>	<ul style="list-style-type: none"> • Ensure compliance with the local waste policy, statutory and legal obligations. <p>Storage Area</p> <ul style="list-style-type: none"> • If you observe any spillages within storage areas (both internal and external) report it to the supervisor or site manager and arrange clean-up as appropriate. Clean-up of any hazardous or dangerous waste must be performed only by trained personnel. • Waste storage areas (both internal and external) must be kept appropriately secured against entry by unauthorized personnel. If you observe that waste has not been adequately secured, report it to your immediate supervisor. • Refer to SOP WASTE_ CORE_019_S_Internal Storage of Waste for more information on the internal storage of waste. • Refer to SOP WASTE_ CORE_020_S_External Storage of Waste for more information on the external storage of waste. <p>Collection</p> <ul style="list-style-type: none"> • Collect waste container from the waste storage area in line with the established waste collection schedule and process, and record the collection, as required, in an appropriate document or system. • Check the contents of the waste container and report or record any non-conformances, in accordance with your local site policy. • Establish a program to monitor effectiveness of the waste collection schedule, including the areas which are busy and used multiple times during any workday. If waste containers are regularly observed to be overflowing or empty, review the waste collection schedule and engage with the client, the workforce, the waste management supplier, and relevant stakeholders to make the collection process more efficient. • Display the waste collection schedule and a waste collection completion sheet within all waste storage areas to inform users when the next collection is due, and when the last collection was completed, respectively. • Refer to Methods WASTE_ CORE_023_M_Transferring of Waste - Site Vehicles <p>Segregation</p> <ul style="list-style-type: none"> • Refer to Method WASTE_ CORE_018_M_Sorting Segregation for more information regarding waste segregation. • If the segregation of waste is consistently poor, consider launching a waste campaign to improve the process and support the education of all stakeholders.

- Refer to **SOP WASTE_CORE_005_S_Waste Awareness** for more information regarding waste awareness campaigns and materials.
- The waste campaign should focus on waste minimization as a priority, in order to use materials more efficiently and to reduce the amount of waste requiring final disposal, in line with Sodexo's sustainability roadmap - *the Better Tomorrow Plan*. The objective is to eliminate all avoidable waste.
- Refer to **SOP WASTE_CORE_004_S_Waste Minimization** for more information and good practices.

Disposal

- Once the waste has been collected and transported back to the waste storage area, ensure it is stored appropriately until collection and transport off site for recycling/recovery, or for final disposal by appropriately licensed waste management supplier(s) or transporter(s).
- Ensure waste is transferred/consigned to the waste management supplier(s) or transporter(s) for off-site transport and final disposal, and all required documents are completed and retained.
- Refer to **SOPs WASTE_CORE_010_S_Waste Documentation, WASTE_CORE_011_M_Record Keeping and Reporting Requirements and WASTE_CORE_012_M_Waste Classification and Characterization** for more information.

#.6

The Final Check



- Inspect the area carefully to ensure all hazards have been removed from the location and the waste has been disposed of correctly.
- Correct any deficiencies.
- Ensure the equipment is safe to re-use.
- Ensure PPE is cleaned and properly stored or disposed of.
- Clean and wash hands after carrying out activity.
- Report any damaged equipment, required repairs, or water leaks.
- Ensure lights and electrical equipment are switched off and/or unplugged when not in use.
- Ensure water taps are turned off.
- Consult with your local Waste Subject Matter Expert (SME), as required.

REVISION LOG

Revision Date	Version Number	Section Number	Description of Change	Revised By
3/2019			Review and Update	Nicole Moser
11/2019			Corrected SOP number to 075	L. Augeri

Appendix 4: Hy-Tech Drilling SOPs

The Hy-Tech Covid-19 related SOP's are in three parts over the next 6 pages.

DATE	
EMPLOYEE NAME	
EMPLOYEE SIGNATURE	

SCOPE

As we continue to monitor the Coronavirus 2019-nCoV (COVID19), as a precautionary measure we are asking **ALL personnel scheduled for work** to declare the following:

1. In the last 14 days have you travelled internationally?

☐ YES ☐ NO

2. Do you have any of the following flu like symptoms (check those that apply)?

☐ YES ☐ NO

- | | | | |
|--|------------------------------------|---|--|
| <input type="checkbox"/> Fever, feeling
feverish/chills | <input type="checkbox"/> Headaches | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Fatigue (Tiredness) |
| <input type="checkbox"/> Muscle or body
aches | <input type="checkbox"/> Cough | <input type="checkbox"/> Difficulty breathing | |

3. Have you been in close proximity to anyone who has returned from an international location in the last 14 days OR anyone who has had flu like symptoms OR anyone who has been self-isolating (this pertains to people self-isolated for one of the reasons listed above)?

☐ YES ☐ NO

FOR MORE INFORMATION

Contact Safety@hy-techdrilling.com

**Please email completed forms to HR@hy-techdrilling.com
so that they can be processed and entered into our system.**

Hy-Tech is committed to following the guidelines put in place by the local governments and authorities in order to prevent the spread of COVID-19. Please use this document to guide your decisions at work as well as in your personal life. We are all in this together.

PLEASE NOTE: COVID-19 is an evolving situation, and we will continue to modify this document as local, governments and authorities change restrictions.

DEFINITIONS

PHYSICAL DISTANCE: Keeping a distance of at least 2 arm's length (approximately 2 meters) from others, as much as possible.

SYMPTOMS OF COVID-19:

- Fever, feeling feverish/chills
- Headaches
- Sore Throat
- Runny Nose
- Unusual fatigue (tiredness)
- Muscle or body aches
- Cough
- Difficulty breathing

Stay home and contact your healthcare provider for guidance on next steps if you are sick. Please visit the CDC website for more information on COVID-19: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

SELF-MONITORING

You need to self-monitor if you have no symptoms but may have been exposed to COVID-19 in the last 14 days, are in close contact with elderly people or medically vulnerable people, or have been instructed to self-monitor by your public health authority.

Self-monitoring means to:

- Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
- Avoid crowded places and increase your personal space from others whenever possible

If you develop symptoms, self-isolate immediately and contact your public health authority as soon as possible.

SELF ISOLATION:

If you or a member of your household have a symptom of COVID-19 or think you might have such a symptom, do not come to work. It is critical that if you have at least one symptom of COVID-19 (see list above), you must stay home to avoid spreading illness to others.

Additional actions you should take include:

- Immediately isolating yourself to prevent any possible spread of COVID-19;
- Contact your local public health authority and follow their advice;
- Notify your direct supervisor by phone and provide updates as they are available; and
- Remain away from work until you have been advised to return by your public health authority, normally after a minimum of 14 days.

You need to self-isolate if you:

- Have symptoms, even if mild, associated with COVID-19;
- Have been diagnosed with COVID-19;
- Are waiting for laboratory test results after being tested for COVID-19; or
- Have been advised to self-isolate by your regional public health authority.

Self-isolating means staying home until the regional public health authority says you are no longer at risk of spreading the virus; and avoiding contact with others.

If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions.

MANAGEMENT RESPONSIBILITIES

To ensure that Hy-Tech continues to provide a healthy and safe workplace, the following measures have been implemented:

- Using risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures.
- Continuing to communicate with staff and customers about COVID-19, including the measures we are taking to prevent the spread of COVID-19.
- Providing COVID-19 safety training to all employees.
- Postponing all non-essential travel or in person meetings until clearance is received from the government of Canada or the local health authority.
- Posting signs asking people exhibiting symptoms of COVID-19 to stay away from the premises.
- Posting signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
- Posting maximum occupancy signs in all common areas.
- Where feasible, implementing measures to reduce social contact, such as Work from Home Agreements, encouraging the use of e-mail, and virtual meetings.
- Continuing to evaluate the workplace for areas where people have frequent contact with each other, and shared spaces and objects to look at measures to reduce contact.
- Opening windows and doors whenever possible to ensure the space is well-ventilated.
- Evaluating and implementing ways that employees can practice social distancing, such as increasing distance (or creating structural barriers) between desks, workstations, and common areas.
- Minimizing interactions between employees and external parties.
- Implementing and following increased cleaning guidelines:
 - Providing hand sanitizer available at all entries, kitchens, and common areas
 - Cleaning and disinfecting frequently touched objects and surfaces in the workplace three times per day.
 - Disinfecting surfaces affected by external party visits immediately after they leave (to be done by the employee the visitor interacted with).
 - Provide cleaning supplies to ensure all common areas and workspaces can be properly disinfected by employees.

EMPLOYEE RESPONSIBILITIES

All employees must ensure they understand and comply with the infection prevention policies and practices outlined within this policy. The best ways to prevent the spread of infections are:

- Do not report for work with COVID-19 like symptoms. **Anyone who reports for work with flu like symptoms will be sent home. Stay home if you, or a member of your household, are sick to avoid spreading illness to others;**
- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose or mouth, especially with unwashed hands;
- Avoid close contact with people who are sick;
- Cough and sneeze into your sleeve and not your hands;
- Clean and disinfect frequently touched objects and surfaces;

- When possible, maintain a 2-meter distance from others;
- Practice social distancing and avoid social gatherings; and
- Avoid non-essential travel.

PHYSICAL DISTANCING

Physical distance requirements should always be followed while at the office/shop work site. Modifications have been made in the following stations in order to follow physical distance requirements:

- Conducting Committee Meetings and Huddles virtually. When the Smithers Shop board room is used for meetings, it is limited to a maximum capacity of 6 people and must be disinfected both before and after the meeting.
- Conducting Safety Meetings in an area that allows for enough space to maintain physical distance (i.e. outside or in a large shop bay).
- Taking breaks in an area that allows for enough space to maintain a 2-meter physical distance or limiting the number of people in the space. Lunchrooms are limited to a maximum capacity of 4 people, and the lunch tables must be disinfected after each use.
- Discontinuing employee social events until further notice.

Work from Home Agreements are available for certain positions if required by local governments and authorities. See [POL-02 Administration and Shop Policy](#) or [POL-21 Salaried Employee Policy](#) for more information on Work from Home Agreements.

PERSONAL PROTECTIVE EQUIPMENT

The following personal protective equipment is available and provided based on the following situations:

- Gloves for employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed to limit contact transfer.
- Heavy-duty gloves will be provided to cleaning staff.
- Masks are available for transportation in work vehicles or when physical distance cannot be maintained.

WORKPLACE CLEANING:

All worksites and offices are equipped with cleaner and the required PPE so that employees can disinfect their space once/day and after external visitors. At the drill site and in the shop, this could include: equipment controls, hand tools, doors, railings, work trucks, etc. At the office this could include desks, phones, keyboards, mouse, door handles, etc.

WORK-RELATED TRAVEL

All non-essential travel is postponed until further notice. Essential workers are not required to self-isolate for 14 days after work-related travel, but must self-monitor closely for symptoms, and self-isolate immediately if they develop even mild symptoms.

DEVELOPING SYMPTOMS AT WORK:

If you develop even mild symptoms while at work:

- Separate yourself from others;
- Contact your manager by phone;
- Notify your manager where you worked that day and disclose any interactions with fellow staff, suppliers, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.

If you drove yourself to work, immediately go home and start self-isolating. If you are at a worksite without personal transportation, Hy-Tech will contact either your emergency contact or the local public health authority or non-emergency services to ensure that you are safely returned home.

Do not return to work until your public health authority advises it is safe to do so.

FIELD SPECIFIC REQUIREMENTS

For Field employees, the Hy-Tech Management Team remains in close contact with our clients to ensure they have taken all available precautions related to COVID-19. Like Hy-Tech, our clients are closely monitoring the situation and have established protocols and policies consistent with local governments and authorities. You are required to follow all policies and guidelines put in place by both Hy-Tech and its clients. You will receive training from the client on proper protocols while in camp.

If you are travelling to Smithers or Saskatoon for a crew change the following procedures are in place:

- Arrive at the arranged time, wait outside (following the guidelines for social distancing) and you will be met at the shop by a representative from EHS, Scheduling or Shipping/Receiving.
- Required forms will be completed outside or inside the shipping/receiving or shop bay.
- Crew will be provided with required PPE for travel and safety gear for on site.

Please note that our clients require a health questionnaire before entering site. **If you are sick with flu like symptoms you must stay home. Anyone who reports for work with flu like symptoms will be sent home.** These measures are to protect all Hy-Tech employees and everyone on site. Contact at least one of the Scheduler/Recruiters immediately if you are scheduled for work and have any of the symptoms listed above.

Hy-Tech has established a procedure for travel to the work site via Hy-Tech vehicles and [WI-207 Safety - Equipment and Vehicle Disinfecting Procedure](#). The number of passengers in a work vehicle will be limited and PPE must be worn.

SUPPLIERS CONTRACTORS AND OTHER VISITORS

Signs are posted at all entrances to limit entry into the buildings for the public, suppliers, and contractors. All Contractors and Suppliers must go through a short orientation on Hy-Tech's guidelines for COVID-19 with their internal contact. Non-essential visitors are only permitted access to the reception lobby.

QUESTIONS

Please contact one of the following Managers if you have any questions:

Coby de Vries

HR Manager

Coby.devries@hy-techdrilling.com

250-847-9301 ext. 3205

Jim Butler

EHS Manager

Jim.butler@hy-techdrilling.com

250-847-9301 ext. 2043

SAFETY - HAND TOOL CLEANING & DISINFECTING PROCEDURE

WI-207A

KEY HAZARDS	SAFETY EQUIPMENT REQUIRED
<ul style="list-style-type: none">BIOLOGICAL	<ul style="list-style-type: none">SAFETY GLASSESGLOVESDUST MASK

SCOPE

The coronavirus disease (COVID-19) typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes. Cleansing the hand tools that workers will be touching will add another layer of protection. This is particularly important when tools are shared.

PRACTICE

- All workers will ensure that their tools and equipment are kept in a sanitary condition.
- All areas of operation, where hand tools are used, will be stocked/supplied with a bottle of disinfectant spray and paper towel, or disinfectant (one use) towels.
- All areas of operation will have the means to wash hands with soap and water.
- All appropriate PPE will be worn when disinfectant is being used.
- Always reference the SDS sheet for the product being used.

PROCEDURE

- Prior to the start of shift, as part of the pre-use inspection, all hand, power tools, and work surfaces will be wiped down utilizing the disinfectant spray and/or wipes.
- During the shift, and as needed, a periodic wipe down of tools must occur to maintain it in a sanitary condition.
- At the end of the shift, or at times where there is a change in any crew member(s), a total wipe down of tools/equipment or mobile equipment following above guide lines shall occur to prevent any illness from being transmitted to the next operator.
- The disinfectant spray will be supplied by the Supervisor/Foreman and all workers will have access to the SDS for the disinfectant. All bottles will be appropriately labelled as per WHMIS requirements. If any mixing of the disinfectant with water is required, the appropriate PPE shall be worn as per the SDS.

Steps for disinfecting with anti-viral solution:

- Goggles and mask should be worn if using spray bottle in an enclosed area. May cause skin irritation, wear gloves if needed.
- Surface to be disinfected should be clean and free of any debris.
- Adjust spray bottle to a fine spray.
- Spray diluted anti-viral solution thoroughly onto surface to be disinfected.
- Alternate application for enclosed areas: Can be applied by first saturating a clean, folded cloth or shop towel, and then wiping cloth onto the surface to be disinfected.
- Fold or replace cloth frequently to ensure it remains clean while in use.
- Ensure that surface is evenly covered and visibly wet.
- Let the surface remain wet and air dry for 5 minutes.
- If necessary, the surface can be wiped dry with clean paper towel after 5 minutes.

Note: Ensure proper disposal of the paper towel or one-use rag.

Appendix 5: KSM Covid-19 Screening Form

KSM Mining ULC

A SUBSIDIARY OF SEABRIDGE GOLD INC.

Mandatory COVID 19 Pre-screening Form

Limit the Spread

Mandatory pre-screening for Employees, contractors & Visitors to All Seabridge Gold project sites

Effective: June 25, 2020

As part of Seabridge Gold Inc and their subsidiaries focus on ensuring the health and safety of our projects, personnel, visitors and communities and in response to COVID-19, we are requiring all visitors to Seabridge Inc and subsidiaries projects, offices and sites to complete this self-declaration form.

Name: _____

Company: _____

Date: _____

Date of entry: _____

Name of site contact: _____

Signature: _____

Travel / Exposure Information

	YES	NO
Have you travelled outside Canada within the last 2 weeks?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact (within 2 m) with people who are sick with flu-like symptoms within the last 2 weeks?	<input type="checkbox"/>	<input type="checkbox"/>

Are you experiencing any of the following?

	YES	NO
• fever	<input type="checkbox"/>	<input type="checkbox"/>
• persistent dry cough	<input type="checkbox"/>	<input type="checkbox"/>
• shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>

- sore throat
- nausea & vomiting
- diarrhea
- loss of sense of smell or taste

☐
☐
☐
☐
☐
☐
☐
☐

Are you experiencing any of the following above and beyond what you may experience normally?

- chills
- muscle ache
- fatigue
- headache
- running nose
- nasal congestion
- loss of appetite

YES

☐
☐
☐
☐
☐
☐
☐

NO

☐
☐
☐
☐
☐
☐
☐

If you answered YES to either of the above questions, please be advised that we may cancel your visit to this project / site.

Please return completed form to iskutadmin@seabridgegold.net

Appendix 6: COVID-19 Symptom Questionnaire

Seabridge Gold Inc (subsidiaries) contact tracing form for respiratory illness.

INSTRUCTIONS: This form is confidential. When completed send this form to Seabridge Occupational Health & Safety Advisor and forward to the health authority upon request.

Person Collecting the Information

Name: _____

Email: _____

Phone Number () _____

Employee Number: _____

A. EMPLOYEE / CONTRACTOR INFORMATION

Name: (Last) _____ (First) _____ (Middle Init) _____

Employee Number: _____

Date of Birth _____

Phone Number _____

Alternate Phone
Number _____

Address _____

Postal Code _____

Province _____

B. SIGNS and SYMPTOMS

RISK FACTOR	Yes	No	Asked but Declined	Unknown to Answer
Fever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe difficulty breathing (e.g., struggling for each breath, speaking in single words)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inability to lie down because of difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muscle pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weakness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling confused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. OUTCOMES

EMPLOYEE and CONTRACTOR TREATMENT	Yes	No	Asked but Declined Unknown to Answer
-----------------------------------	-----	----	---

Have you been seen by a health provider for any of the symptoms above?

☐ ☐ ☐ ☐

Have you been diagnosed with a respiratory condition?

☐ ☐ ☐ ☐

Have you contacted Public Health?

☐ ☐ ☐ ☐

D. RECENT INTERACTION HISTORY

Employee and family's recent travel history	Yes	No	Asked but Declined Unknown to Answer
---	-----	----	---

Have you recently traveled to a nearby community?

☐ ☐ ☐ ☐

Have you been to a store or restaurant during commute?

☐ ☐ ☐ ☐

What is/are the name(s); _____

Have you had interaction outside your family?

If yes, who? _____

☐ ☐ ☐ ☐

E. CONTACT with EMPLOYEES and CONTRACTORS YOU CAN REMEMBER

Try to remember any close contacts.

Less than 2m or 6 feet

AREA	NAME(S)
On the way to work?	
At the bus stop?	
On the bus?	
Vehicle with others to work?	
In the Dry / Changeroom?	
Crew line up meetings / Toolbox talks / meetings?	
Coffee breaks?	
Smoking areas?	
Lunch breaks?	
On the way home?	
Other?	