




# TRANSMOUNTAIN

## Trans Mountain COVID-19 Response Plan

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### Trans Mountain COVID-19 – Our Response

TM and TMEP are actively monitoring the COVID-19 situation with the help of federal, provincial, and local agencies. As the situation evolves, ensuring the health and safety of our workforce remains our top priority. Our go-forward strategy is to implement immediate measures to prevent the spread of COVID-19. We will continue to monitor the situation and take appropriate actions with the following objectives in mind;

1. Maintain a safe work environment and ensure business continuity.
2. Ensure continued safe operation of the existing pipeline system, and the provision of regular updates to stakeholders including shippers, workforce, Board of Directors, regulators, Indigenous communities, and the communities affected by Trans Mountain’s operations.
3. Ensure continued safe construction of Trans Mountain Expansion Project, and the provision of regular updates to stakeholders including shippers, workforce, Board of Directors, regulators, Indigenous communities, and the communities affected by TMEP’s construction.

While the risk of contracting coronavirus in Canada/USA is considered high, TM and TMEP are monitoring the risks to workers in conjunction with public health agencies and have implemented measures to continue construction and maintenance activities. The Public Health Agency of Canada (PHAC) is [actively analyzing any potential risks to Canadians on a continuous basis](#), and Trans Mountain is monitoring any changes in risk status that may occur.

Trans Mountain’s Emergency Management team has activated its Pandemic Preparedness Plan and has established an Incident Command System (ICS) structure to monitor and respond to the situation. TMEP is an active part of this ICS structure.


TM and TMEP expects contractors to adhere to their internal health and safety programs as well as any municipal, provincial, and federal guidance related to the ongoing pandemic in Canada.

### COVID-19 Response Requirements on Trans Mountain and Trans Mountain Expansion Project Sites

**TM and TMEP are implementing these COVID-19 response guidelines and precautions effective immediately, to minimize the spread of the COVID-19 virus in our workplaces and the surrounding community.**

#### Communication and Awareness

- All TM, TMEP and contractors’ personnel are reminded of their “Right to Refuse’ unsafe work. If any worker feels their work is unsafe, they must discuss this with the Supervisor and discuss further controls.
- All control measures must be discussed and documented during the contractor’s daily tailgate safety meeting, or in the absence of a Prime contractor, at the TMEP tailgate meeting and Field Level Risk Assessment (FLRA) process. The FLRA processes must be updated as changes to the work area or conditions occur.
- Contractors must establish a system to verify locations of residence for all personnel while working on shift. Contractors must also establish a method of verification of location while on shift (I.e., mobilization throughout the spread or facilities).
- On-site workers who undertake self-isolation as a result of COVID-19 symptoms must notify site supervision in conjunction with TM/TMEP. Site supervision supported by TM/TMEP must begin [contact tracing](#) and notify potentially affected workers to ensure personnel isolate as required and are diligent in monitoring for symptoms. Information should be conveyed in a manner that protects the individual’s personal health information.

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### Physical Distancing


- Where possible, the work site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all times. This promotes physical distancing and supports the containment of propagation should it arise. The ability to trace the contacts of the separated work crews is critical and a system to do that must be implemented by each contractor.
- Personnel should distance from one another at the worksite. This includes during informal discussions with co-workers and while physically working.
- Avoid any face-to-face contact and all direct person-person contact (shaking hands) is prohibited.
- The worksite should be rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Participants in meetings are required to physically distance and wear masks. Maintain at least two arm's lengths (roughly two metres / six feet) between one another.
  - Split up meetings into smaller groups to limit exposure to one another. Meetings must be limited to the jurisdictional mass gathering restrictions and persons attending must be able to adhere to physical distancing.
  - Meeting attendance must be limited to site-based requirements. Video conferencing should be utilized whenever possible. If using teleconferencing isn't possible, meet in larger common areas instead of meeting rooms and limit the number of in-person attendees.
  - Small site-based meetings must be encouraged to teleconference or conduct meetings outside of buildings if the weather and environment is conducive to that. This is to minimize contact with infrastructure and air circulating systems.
- Do not pass or share tools, pens, documents, electronics, etc. with other workers.
- One-way staircase use is required wherever practical to minimize worker contact. Wait for staircases to clear of oncoming traffic before using.
- Do not congregate for extended periods in work rooms, job trailers or other areas where people generally socialize.

### Hygiene and Personal Protective Equipment

- Personnel will ensure handwashing is done on a frequent basis in the provided wash facilities. Wash hands often with soap and water for at least 20 seconds after using the washroom, when preparing food, and after blowing nose, coughing, or sneezing. If soap and water are unavailable, alcohol-based hand sanitizer (containing at least 60% alcohol) can be used.
- Follow all other recommended guidelines regarding personal hygiene.
- Workforce must cleanse their PPE in line with manufacturers recommendations.

### Masks

- Masks and physical distancing are mandatory at all Trans Mountain sites, in addition to appropriate location and/or task specific PPE.
  - Masks must be worn at all times when indoors except when seated at an assigned desk and physically distanced or in a designated eating space, and when outdoors when not physically distanced (2 metres or 6 feet).
- Mask usage must follow the following guidance;
  - The workers are to be familiar in how to wear, remove and dispose of masks, including performing good hand hygiene (washing hands with soap and water for at least 20 seconds) before fitting the mask and after taking it off. Masks also need to be maintained or replaced where necessary and stocked correctly.
  - Cloth or disposable face masks can NOT be used to replace requirements for particulate filtering face masks (N95, P100 respirator) or Self Contained or Supplied Air respirator if

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required by the workplace hazard assessment (hazardous atmosphere).


- Masks must;
  - Fit snugly but comfortably against the side of the face
  - Completely covers the nose and mouth
  - Be secured with ties or ear loops
  - Allow for breathing without restriction
  - Cloth masks must
    - Include a minimum of two layers of fabric
    - Be laundered regularly and machine dried without damage or change to shape
- Bandanas and/or neck warmers/gaiters are not suitable masks and may not be worn.
- Face shields may be worn in addition to an appropriate face mask but may not be worn as a replacement.
- At all times, workers are required to follow Jurisdictional Health Guidance on masking and physical distancing requirements where higher standards apply or are required.

### Site and Site Trailer Cleaning Protocol

- Sanitize work vehicles and reduce the number of passengers travelling in one vehicle at any given time. Thoroughly clean and disinfect at the end of shifts and between users. Work vehicles include buses, trucks, UTVs or any vehicle type.
- Lunchrooms and communal areas must be cleaned thoroughly on a regular basis. Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, photocopiers and similar. Means to clean and disinfect such devices between uses is provided.
  - Create a workplace cleaning schedule and document when an area has been cleaned.
- Jobsites must implement additional cleaning measures of common areas.
- When on-site workers undertake self-isolation as a result of COVID-19 symptoms, the site will undertake a deep cleaning of all potentially affected equipment, machinery, and communal areas.

### Site Operation

- TM and TMEP personnel, contractors' personnel, and visitors are required to complete the *Trans Mountain COVID-19 Self Declaration Questionnaire* and/or the contractors equivalent form prior to accessing site.
  - Workers who have self-declared as exhibiting symptoms or potentially having been exposed to COVID-19 must self-isolate as per provincial guidelines, report to their supervisor and seek testing from the appropriate Jurisdictional Health Authority. Supervisors must arrange for additional cleansing of their work areas and contact points.
- Clear signage must be posted at entry points on the construction site and outline the commitment to maintain health and safety measures during the COVID-19 crisis.
- TM and TMEP require all contractors and sub-contractors to develop and implement an appropriate pandemic plan, to meet or exceed the requirements of this plan, ensure the health and safety of their workforce and Trans Mountain personnel at all worksites.
  - All plans must be reviewed and approved by TM and/or TMEP. Alternatively, if the contractor chooses to utilize the TM / TMEP COVID-19 Response Plan they must provide written notification to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com).
  - Plans must be posted in a prominent location at the worksite and be accessible to all workers.
- Each worksite must have potable water, soap, paper towel, and proper garbage disposal. Alcohol-based sanitizer (containing at least 60% alcohol) should be available as a temporary solution

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should wash facilities be unavailable.

- Delivery access points should be limited to receivers and deliverers only. Nothing should be passed between the deliverer and the receiver such as shipping documents or pens.
- Split up coffee/lunch breaks to limit exposure to each other. Eating should be restricted to dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- If buffets are provided, food must be served by an appointed server and all sanitation and PPE guidance be followed. If any other communal food is provided, then it must be single serving.
- Site Supervision and Health and Safety teams must monitor the effectiveness of these plans and enforce the standards contained within.
- Contractors and workers are required to adhere to, and enforce appropriately, the relevant Public Health Orders and guidance in effect for their health jurisdiction and province.
  - Workforces which reside in workforce accommodations in Valemount, Clearwater, Blue River, Merritt or Hope (Ohamil Camp) must adhere to the relevant Public Health Orders for industrial camps, including the PHO Class Order for Industrial Camps.

**Trans Mountain reserves the right to implement or remove additional site-based measures based on COVID-19 cases and advice of Health Care Professionals or other Subject Matter Experts (SMEs).**

- **Measures may include, but are not limited to, the following: masking requirements, physical distancing requirements, increased length or duration of isolation periods of partially or fully vaccinated personnel, increased sanitation or cleaning, limiting the number of personnel travelling in a vehicle, working from home mandates, increased frequency of Rapid Antigen Detection (RAD) screening (as applicable), etc.**

### Social Events


All company sponsored social events put on by Trans Mountain (TM or TMEP) or by the Contractor are required to follow the following guidance;

- Company sponsored social events include, but are not limited to, the following; Sport tournaments (golf, baseball, etc.), bonspiels, holiday parties, team lunches, birthday parties, and other celebrations.
- Attendees must be fully vaccinated. To be considered fully vaccinated, an individual must have received the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine, 14 days prior to the event.
- Event organizers must ensure records are verified and all attendees are fully vaccinated at the time of the event.

### Travel

#### Motor Vehicle Transportation

- Any travel in a vehicle with two or more people will be considered a close proximity work environment and requires mask usage accordingly.
  - If personnel must ride in crew trucks or other vehicles together, and if practical and sufficient parking exists, they should limit to 2 people in a vehicle. Individuals should be seated as far apart as possible and drive with open windows for the duration of the journey if possible.
- Workers should try to travel with the same people every day to minimize virus spread. If using designated work teams, individuals should only travel with those on their team.
- Where possible if personnel must travel by bus, passengers should maintain a distance of 2m (6 ft). Extra busses may be added to improve physical distancing measures. Passengers should be

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limited to one person per bench seat and staggered from front to back so that no one is sitting directly in front of or behind another passenger. The bus should travel with windows down, weather permitting.


- As much as possible, assigned bussing and/or seating should be practiced to limit contact tracing requirements.
- A physical barrier should be installed to separate the driver and passengers
- To the extent feasible, vehicle transportation must ensure that there is sufficient time and space available for passengers to maintain a distance of two metres from one another when entering or exiting a vehicle.

### International and Inter-Provincial Travel

- Essential business travel is not restricted at this time but as normal practice, supervisors should consider the necessity of travel prior to approval.
- Before undertaking personal travel, personnel should consult the Government of Canada travel restrictions and advisories, along with any Provincial or Jurisdictional level travel restrictions or advisories.
- Non-essential international travel may require 14-day self-isolation for non-vaccinated or partially vaccinated workers due to Government of Canada regulations on return to Canada. Personnel who choose to travel outside of Canada for personal reasons, including vacation, will be required to use additional vacation or unpaid leave if unable to perform their job duties remotely during any government mandated isolation period when back in Canada.
  - If you are returning from international travel, regardless of risk level, you must disclose your return from out of country to your employer and continue to monitor for any symptoms which may appear upon your return. If you exhibit symptoms of COVID-19, you must immediately seek COVID-19 testing, contact your supervisor, and follow the directions of your Jurisdictional Health Authority.

### Community and Landowner Respect

- Verify Landowners have been notified prior to any access of their lands.
- Personnel must wear appropriate PPE when accessing private lands and sanitize any touch points after completing the work including gates, locks, and fences.
- Personnel will ensure Landowner equipment and property is left clean and sanitized after completing work.
- Personnel will ensure the use of appropriate trash and recycling receptacles for waste products.
- When utilizing community and public facilities, abide by all TM guidelines, procedures, practices, and jurisdictional requirements.
- TM / TMEP and their Contractors must establish clear expectations for worker behavior when off duty as it relates to COVID-19. This includes requirements when commuting to and from the work site, lodging and while visiting any community. Expectations must include compliance with all Trans Mountain COVID-19 standards in addition to all relevant government and health authority directives. Workers must be diligent and prevent the spread of COVID-19 to communities in which they reside or visit.
- Workers will not visit or otherwise travel to or enter a First Nation or other Indigenous community, unless it is where they reside, or without the expressed, written permission from the Authority of that community.

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**TM and TMEP Oversight**

- Supervisors are expected to maintain a clear line of communication with their direct reports regarding COVID-19 and distribute the Trans Mountain COVID-19 documents as appropriate to their field and / or office personnel.
- In the event a presumptive or positive case is identified within the Trans Mountain direct workforce (@transmountain), this must be identified immediately by the individual in question on the [Self-Report Dashboard](#) on Mainline and to their direct supervisor.
- In the event that the individual is required to self-isolate away from their home community without opportunity to travel back, the supervisor will arrange to support the individual's isolation requirements and monitor their condition regularly.
- Supervisors must monitor and enforce the standards contained within these plans.

**TM and TMEP Contractor Oversight**

- TMEP Supervisory and field personnel who conduct TMEP Contractor oversight must ensure that Trans Mountain COVID-19 documents and communications are disseminated to the contractors under their purview in an expedited manner, and conduct oversight for any deliverables that may be required.
- When a Contractor has reported an ill worker (presumptive or positive), the responsible person for conducting the contractor oversight must verify that the appropriate information is reported immediately to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com) and includes the required information as detailed in the [Presumptive Cases](#) section.
- Site Supervision and Health and Safety teams must monitor the effectiveness of these plans and enforce the standards contained within.



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## Presumptive Cases

### Symptoms and Isolation Requirements

Individuals who experience these symptoms must self-isolate for 10 days following the start of these symptoms and until they are feeling better (whichever is longer) without the use of medication. The worker may return to work if they are determined by their health care provider to not have COVID-19 (negative test result) if they have had no fever for 24 hours and their symptoms have improved.

Preexisting conditions, including allergies, may be managed under the care and guidance of a physician. When experiencing expected symptoms of a preexisting condition, workers may return to work with a negative COVID-19 test and must continue to monitor their symptoms for any escalation or changes in their symptom presentation. If workers take 'over-the-counter' or prescribed medications to manage their condition, and their condition is not alleviated by the medications as expected – workers must proceed with the normal COVID-19 presumptive case management, notify their supervisor and seek COVID-19 testing.

### Primary Symptoms


fever	new onset of cough or worsening chronic cough	new or worsening shortness of breath or difficulty breathing
sore throat	runny nose	

### Secondary Symptoms

chills	painful swallowing	stuffy nose
headache	muscle/joint ache	feeling unwell
fatigue	severe exhaustion	nausea
vomiting	diarrhea	unexplained loss of appetite
loss of sense of smell or taste	conjunctivitis (pink eye)	


### Isolation

- Workers must self-isolate if they show ANY signs of illness (either primary or secondary symptoms) and notify their supervisor right away. Symptomatic individuals must seek testing from the Jurisdictional Health Authority (811 or online assessment).
  - Workers are required to self-isolate if they are experiencing any of the above listed symptoms that are not related to a pre-existing illness or health condition.
- Personnel who self-isolate or identify as having COVID-19 symptoms, but do not seek testing or are unable to obtain COVID-19 testing, must self-isolate for the required period of time (10 days from the start of symptoms, or until symptoms resolve, whichever takes longer).
- Workers will seek medical advice and may not self-diagnose or self-determine that their symptoms were unrelated to COVID-19.
- Non-vaccinated or partially vaccinated personnel who are returning from non-essential (i.e. personal) international travel are required to follow all Government of Canada regulations on return or entry into Canada.

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## Notifications

- A Contractor is required to notify TM/TMEP and complete the [Trans Mountain Rapid Response Form \(Appendix A\)](#) as soon as possible. This form is to be submitted to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com). For the purposes of potential disclosure, Trans Mountain may require a worker to provide the following;
  - Community affiliations including:
    - The location of accommodations where a worker resides when on-shift, if not a Trans Mountain designated accommodation;
    - Where a worker resides when off-shift (during a required isolation);
  - For the purposes of identifying the scope of isolation requirements:
    - His / her home community (geographical community of residence, particularly if that is the location of their primary residence);
    - The number of people who reside in their primary household;
    - Agreement to limit the number of people co-accommodating while on-shift; and
    - Reporting of any exposure to known or suspected infected individuals.
  - For the purposes of assisting Jurisdictional Health Authorities in contact tracing and COVID-19 case management, the following personal identifiers and information may be collected, including:
    - Personal health number
    - Date of birth
    - Telephone number
    - City and province of residence
    - Job title
    - Work group
    - Primary mode of transportation to/from site
    - Activities for 14 days prior to symptom onset, including non-work-related activities
  - A Trans Mountain worker, who lives or resides in an Indigenous community, will be required to immediately inform an appropriate official of their community if they have been identified as presumptive by Trans Mountain, or if they have tested positive for COVID-19. The worker is also responsible to report to Trans Mountain that such communication with the community has taken place.
- Additional information to be captured on the appropriate *Rapid Response Form* may be required as the following;
  - Have they called 811 or completed an online self-assessment from the Jurisdictional Health Authority?
    - Have they been booked in for a test?
  - Has [contact tracing](#) been completed?
  - Identification of [close contacts](#) (see definition)
  - What supports have been initiated for the individual while they are isolating?
  - What immediate actions have been taken?
  - How many people on site and have disinfection procedures been initiated?

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## Contact Tracing

### Close Contact Definition is defined as;


- a. being face-to-face (less than 6ft or 2 metres) with suspected/confirmed COVID-19 for greater than 15 minutes in any setting in the period extending from 48 hours before the onset of symptoms; or
- b. sharing of a closed space (approximately 6 feet or 2 metres) with a person with suspected/confirmed COVID-19 for a prolonged time (e.g., more than 2 hours) in the period extending from 48 hours before the onset of symptoms; or
- c. having direct contact with infectious secretions of a person with suspected/confirmed COVID-19 (e.g., being coughed or sneezed on)

### Conducting Contact Tracing

- When a presumptive or confirmed case of COVID-19 is identified, contact tracing must begin immediately.
- Contact tracing must include the following information;
  - Detailed listing of all worksites visited in last 14 days.
  - Date of arrival to site.
  - All personnel who came in close contact (as per definition above) of the individual in the past 48 hours or the 48 hours prior to becoming symptomatic, including;
    - Who they worked with
    - Who they ate with
    - If they have any interactions with persons working on TM / TMEP outside of the workplace, and who they are
- Workers must be instructed to monitor themselves for possible symptoms. If symptoms arise, they will be treated as a Presumptive COVID-19 case and must re-contact 811, follow Jurisdictional Health Authority guidance and re-seek to obtain a COVID test, and inform their employer of the status of test result.
- If close contact with a confirmed or presumptive case occurs again, or is ongoing, the contact's isolation period must be extended accordingly.
- Maintaining confidentiality of the symptomatic or Positive COVID-19 individual and close contacts is critical and every effort must be maintained to retain anonymity and privacy. Be very careful that, when contacting the close contact, no disclosure of the name or any other identifying information of the individual occurs.
- Contractor is required to identify close contacts and complete the [Trans Mountain Rapid Response Form \(Appendix A\)](#) for each close contact as soon as possible. This form is to be submitted to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com).

### Non-Vaccinated Close Contacts


- Non-vaccinated workers who are deemed to have been in close contact (as per definition) will be required to leave site, immediately self-isolate, seek testing and monitor for symptoms until the primary worker/presumptive contact acquires a negative test or after the worker remains isolated (including from others in their household) for 14 days from exposure and does not develop symptoms.
- If isolation occurs due to close contact (as per definition) with a Positive COVID-19 individual, the individual is required to be in self-isolation for 14 days from the date of last contact regardless of testing outcomes and providing that symptom development does not occur.
  - For household close contacts living with a positive COVID-19 individual: If the case is unable to isolate in a separate room with access to a separate washroom, every day the case is isolating at home is considered a new exposure. Household contacts must

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quarantine during the case's isolation period (10 days) plus an additional 14 days after the case's isolation period ends.


### Partially Vaccinated Close Contacts

- Partially vaccinated workers (21 days after the first dose of a 2 dose vaccine) who are deemed to have been in close contact (as per definition) will be required to leave site, immediately self-isolate, seek testing and monitor for symptoms until the primary worker/presumptive contact acquires a negative test or after the partially vaccinated worker remains isolated (including from others in their household) for 7 days from exposure and does not develop symptoms.
  - **Alberta and Washington State**
    - The worker may return to work if after 7 calendar days from last contact with someone who tested positive, they never developed symptoms and the worker receives a negative test result on day 7 or later
  - **British Columbia**
    - If the worker was not recommended for testing and has not developed symptoms they may return to work after 7 days
- If isolation occurs due to household close contact (as per definition) living with a symptomatic or Positive COVID-19 individual, the following isolation requirements apply;
  - For household close contacts living with a symptomatic COVID-19 individual:
    - The partially vaccinated worker may return to work if the person they live with has been cleared by a medical provider (received a negative test result) AND the worker is not exhibiting symptoms. If the symptomatic individual is not tested, the worker may return to work if the worker has isolated from the person they live with for at least 14 days AND the worker is not exhibiting symptoms.
  - For household close contacts living with a Positive COVID-19 individual:
    - The partially vaccinated worker may return to work if after 14 calendar days from last contact with someone who tested positive, they never developed symptoms
    - If the case is unable to isolate in a separate room with access to a separate washroom, every day the case is isolating at home is considered a new exposure. Household contacts must quarantine during the case's isolation period (10 days) plus an additional 14 days after the case's isolation period ends.

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### Fully Vaccinated Close Contacts

- Fully vaccinated workers (14 days after 2nd dose of a 2-dose vaccine or after 1st dose of a 1 dose vaccine) who are deemed to have been in close contact (as per definition) will not be required to isolate unless the following applies;
  - If isolation occurs due to household close contact (as per definition) living with a symptomatic or Positive COVID-19 individual, the following isolation requirements apply;
    - For household close contacts living with a symptomatic COVID-19 individual:
      - The fully vaccinated worker may return to work if the person they live with has been cleared by a medical provider (received a negative test result) AND the worker is not exhibiting symptoms. If the symptomatic individual is not tested, the worker may return to work if the symptomatic individual has had no fever for 3 days without medication, other symptoms have improved, and the worker never developed symptoms.
    - For household close contacts living with a Positive COVID-19 individual:
      - The fully vaccinated worker may return to work if after 14 calendar days from last contact with someone who tested positive, they never developed symptoms
      - If the case is unable to isolate in a separate room with access to a separate washroom, every day the case is isolating at home is considered a new exposure. Household contacts must quarantine during the case's isolation period (10 days) plus an additional 14 days after the case's isolation period ends.

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### COVID-19 Testing

All information that is collected regarding a person's health status must be treated as private and confidential personal health information. This information is to be treated confidentially and used only for its intended purpose. Records that are kept must be held in a secure location with restricted access.

- TM / TMEP must be notified of test results or health status changes (symptom development, change in severity, hospitalizations, etc.) for all workers who have been isolated and received COVID-19 testing due to close contact or symptom presentation. This notification must be sent to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com).

### Negative Test – Presumptive COVID-19, with no known exposure


- If an individual receives a negative test, they must provide confirmation that they have received a negative test from the Jurisdictional Health Authority before returning to site.
- The worker must be fever free for 24 hours without the aid of symptom relieving medications prior to returning to work.

### Positive Test

- Workers are expected to communicate a positive test result immediately to their immediate supervisor and Human Resources (as appropriate).
- Positive test results must be communicated immediately by the contractor directly to TM or TMEP. Notification to the [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com) email must also immediately occur.
- TM or TMEP will work with the contractor to establish and notify the personnel on site (or off site) who are likely to have been exposed to the COVID-19 positive worker.
  - All workers that were not in close contact but were on site will be allowed to remain on site as long as they pass site screening requirements and remain symptom-free.
- TM or TMEP, in conjunction with the Contractor, will ensure that all appropriate health authorities are informed and will make the appropriate notifications to government including providing information on contact tracing.
- TM or TMEP will work with contractors and / or health authorities to ensure appropriate community personnel are notified of the case and will communicate with communities as appropriate.
- Where RAD screening is implemented, workers who have been diagnosed as COVID-19 positive through PCR testing will not need to RAD screen for a period of 90 days from their positive COVID-19 diagnosis.

### Rapid Antigen Detection (RAD) Screening

- Rapid antigen detection (RAD) screening must be conducted only under the following conditions;
  - Worker is asymptomatic (does not have any symptom of COVID-19)
  - Worker has not been determined to have close contact with a presumptive or confirmed case of COVID-19
- Point of Care (POC) rapid screening must be done with Health Canada approved devices only
- If a Contractor wishes to implement RAD Screening, separate from a Trans Mountain RAD Screening initiative, the Contractor must submit a plan for the implementation of screening to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com). The plan must include the following at a minimum;
  - Frequency of screening
  - Screening eligibility of workers (who will be eligible and under what conditions)
  - Testing device to be used and standard operating practice(s) for use
  - Testing provider and the minimum provincial registration for regulated healthcare worker to administer test

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- Obtaining consent from workers
  - Approach for refusal to screen
  - Approach for medical exemption from screening
- Approach for screening results
  - How will a non-negative screening result be documented and handled
  - How will a negative screening result be documented and handled
- Privacy considerations
- Reporting - internally and to Trans Mountain
- Jurisdictional Health Authority under which rapid screening will be conducted
  - Considerations for reporting to Health Authority

### Personnel Supports

- Where an Indigenous worker has declared or displayed symptoms or is directed for COVID-19 testing and self-isolation, Trans Mountain will cover reasonable directly-related expenses associated with the isolation, including meals and continued compensation – subject to following all isolation and COVID-19 mitigation requirements during the isolation and until medical clearance is received. Other isolation related costs may be considered at Trans Mountain’s discretion.
- In the event of a COVID-19 positive or symptomatic individual is identified and is required to self-isolate away from their home community without opportunity to travel back, the contractor, supervisor or TM/TMEP will arrange to support the individual’s reasonable directly-related isolation requirements and monitor their condition regularly – subject to following all isolation and COVID-19 mitigation requirements during the isolation and until medical clearance is received.

### Return to Work

- To allow for accurate and timely workforce monitoring, if a worker is sent home sick, prior to returning to work they must contact their Supervisor or Trans Mountain representative to coordinate a return-to-work plan. Return to work plans must include the following considerations:
  - Workers must be fever-free without the use of fever reducing medications for at least 24-hours prior to return to work; and
  - Confirmation that the worker has received a negative test result (from Jurisdictional Health Authority); or
  - Self-isolation for the required period of time (10 days from the start of symptoms, or until symptoms resolve, whichever takes longer) or as advised by the Jurisdictional Health Authority.
- TMEP workers who have been isolated due to confirmed COVID-19 positive health status must receive clearance for return to work from the Jurisdictional Health Authority, a physician providing care, or the TM/TMEP Medical Director.
- TM / TMEP must be notified of Return-to-Work status for all workers who have been isolated due to close contact, symptom presentation or are confirmed COVID-19 positive. This notification must be sent to [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com).

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### COVID-19 Vaccinations

Trans Mountain will follow the rules and recommendations of the public health agencies and will require continued COVID-19 safety measures to be followed.

Any self-disclosure by a worker relating to vaccination status for the purposes of reducing mandated and required isolation periods due to contact tracing or travel is voluntary and at the discretion of the worker.

**Making a false declaration or taking actions based on misleading information in relation to vaccine status or exposure may result in disciplinary action up to and including termination.**

### Management of Vaccination-Related Side Effects

Workers who have received the vaccination and are experiencing expected side effects, listed below, may personally monitor their symptoms for a period of 48 hours. If the duration of the side effect surpasses 48 hours, the case will be considered to be presumptive for COVID-19 and regular processes for a presumptive COVID-19 case must occur.

Expected side effects may occur 1-2 days after receiving the vaccine and include;

- Pain, redness, itchiness or swelling at the injection site
- Swollen lymph nodes under armpit
- Tiredness or a headache
- Fever and chills
- Muscle or joint soreness
- Nausea and vomiting


Any respiratory symptoms, inclusive of a sore throat, are not considered expected side effects of vaccination and will continue to be handled as presumptive COVID-19 cases.

**Most side effects are not serious and should go away on their own. Vaccine recipients should follow the directives from the vaccine administrator to manage expected side effects.**

### TMEP Contractor Response Plans

- All TMEP contractors and consulting companies are to complete and implement a COVID-19 response plan to be submitted to the TMEP EHS COVID-19 Response Coordinator ([COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com)) and available for review upon request, to meet or exceed the requirements of this plan, its intent, and include the following at minimum:
  - Mitigative measures implemented to reduce contamination and propagation of COVID-19
  - Response to be taken if someone is identified to be symptomatic on site (develops fever, cough, runny nose unrelated to allergies, etc.) and the supports to be implemented for their isolation period
  - PPE arrangements (direction for use and preparation for escalation of use)
  - Alternatively, if the Contractor chooses to utilize the Trans Mountain COVID-19 Response Plan they must provide written notification to the TMEP EHS COVID-19 Response Coordinator ([COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com)).
- Plans must be posted in a prominent location at the worksite and be accessible to all workers.



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### Additional Important Elements to Discuss During Tailgate and/or Safety Meetings

- **Refresh on all key safety risks.** COVID-19 is not the only workplace hazard present. Stay focused on the task at hand— remind the team that inattention is often a factor in injuries from routine activities.
- **Discuss issues with hospital visits and emergency response given the current situation.** Even relatively minor injuries that need medical attention could be delayed by an already taxed system, which is even more reason to be careful.
- **Watch out for those around you.** Some people are more affected by this situation. Please watch out for those around you who may be distracted, especially when performing tasks that could impact you or several others.
- **Discuss information on COVID-19 testing and contact tracing.** Alberta and British Columbia Jurisdictional Health Authorities have made testing assessments available via 811 phone call and online. Each province also has developed mobile phone applications for additional resources and both the Government of Canada and Government of Alberta have developed contact tracing functionality.

### How to Clean and Disinfect Surfaces

As stated above, all frequently touched worksurfaces, vehicles and communal areas must be washed and sanitized thoroughly throughout the workday on a regularly scheduled basis. The provisions required for cleaning must be provided by the company or contractor and resupplied as necessary. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas should be wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations.

Cleaning products used must have a Drug Identification Number (DIN) and approval from Health Canada for disinfection against COVID-19. All cleaning and disinfecting should be carried out as per PHAC's recommendations ([www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html)):

- Wear disposable gloves when cleaning and disinfecting surfaces.
- Put used gloves in the garbage after each use.
- Clean hands immediately after gloves are removed.
- Reference all applicable SDS for cleaning products used.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Wear safety glasses when cleaning with solvents.
- Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation.

The US Center for Disease Control recommends mixing 5 tablespoons (1/3rd cup) of household bleach per gallon of water. **Never mix household bleach with ammonia or any other cleanser.**

Recipes based on the percentage of sodium hypochlorite found in liquid bleach types to prepare a 0.12% sodium hypochlorite solution:

Liquid Bleach Type	Amount of Bleach	Amount of Cool Tap Water
2% Sodium Hypochlorite	15 mL	240 mL
3% Sodium Hypochlorite	10 mL	240 mL
4% Sodium Hypochlorite	7.5 mL	240 mL
5% Sodium Hypochlorite ( <i>household bleach</i> )	6 mL	240 mL
6% Sodium Hypochlorite	5 mL	240 mL
7% Sodium Hypochlorite	4.5 mL	240 mL
8% Sodium Hypochlorite	3.75 mL	240 mL
9% Sodium Hypochlorite	3.5 mL	240 mL
10% Sodium Hypochlorite	3 mL	240 mL
12% Sodium Hypochlorite	1.1 ml	240 mL

#### Trans Mountain Guidance Documents


- Trans Mountain COVID-19 Self-Declaration and Guidance
- Trans Mountain Site Access Rapid Antigen Detection (RAD) Screening Protocol
- Trans Mountain Industrial Camp COVID-19 Guideline
- [Trans Mountain Rapid Response Form \(Appendix A\)](#)
- [Trans Mountain Report on Preparedness and Planning](#)

Inquiries, questions or concerns about these documents may be directed to your field safety advisor.

#### Reference Information for Employees and Contractors

For general questions about the COVID-19 situation related to Trans Mountain activities, please contact your Supervisor or Trans Mountain Representative.

- [Trans Mountain External Website](#)
- [Trans Mountain Report on Preparedness and Planning](#)
- [Twitter](#)

 <b>TRANSMOUNTAIN</b>	<b>APPENDIX A</b> <b>Trans Mountain</b> <b>Rapid Response Form</b>	Date:	
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**Appendix A – Trans Mountain Rapid Response Form**

Email form directly to; [COVIDreporting@transmountain.com](mailto:COVIDreporting@transmountain.com)

<b>Worker Name:</b>	<b>Worksite locations (last 7 days):</b>	
	<b>Last date on site</b>	
<b>@TRANSMOUNTAIN WORKFORCE SECTION ONLY</b>		<b>EXTENDED WORKFORCE SECTION ONLY</b>
<b>Department:</b>		<b>Contracting Company Name:</b>
<b>Manager/Supervisor Name:</b>		<b>Site Manager/Supervisor Name:</b>
<b>Regular office/worksite location:</b>	<b>TM Project Manager Name:</b>	
	<b>TM Health and Safety Representative Name:</b>	
<b>ENTIRE WORKFORCE MUST COMPLETE THESE SECTIONS</b>		
<b>What is the reason for self-isolation/ self-quarantine?</b>		
<b>If positive test result received, indicate which date the result was received;</b>		
<b>Experiencing symptoms?</b>	<b>Date Symptoms Began:</b>	
<b>If experiencing symptoms, indicate which symptoms;</b>	<input type="checkbox"/> <b>Primary</b> <i>fever, new onset of cough or worsening chronic cough, new or worsening shortness of breath or difficulty breathing, sore throat or runny nose</i>	<input type="checkbox"/> <b>Secondary</b> <i>chills, painful swallowing, stuffy nose, headache, muscle/joint ache, feeling unwell, fatigue, severe exhaustion, nausea, vomiting, diarrhea, unexplained loss of appetite, loss of sense of smell or taste or conjunctivitis (pink eye)</i>
<b>If experiencing <u>Symptoms</u>:</b> you must self-isolate for 10 days following the start of these symptoms or until you are feeling better (whichever is longer) without the use of medication. The worker may return to work if they are determined by their health care provider to not have COVID-19 (negative test result), if they have had no fever for 24 hours <u>and</u> their symptoms have improved.		
<b>If individual is symptomatic, is a close contact of someone who is symptomatic, or has been exposed to an individual with a confirmed COVID-19 diagnosis, have they been tested for COVID-19 or is a test scheduled?</b>		
<b>Vaccination Status</b>	Non-vaccinated	Partially Vaccinated
	Fully Vaccinated	Undisclosed

<b>Where is the self-isolation / self-quarantine occurring (closest city/town)?</b>		
<b>What are the isolation arrangements (home, hotel, rental, camp, etc.), and has the service provider been notified, if appropriate?</b>		
<b>Has the individual had any “close contact<sup>1</sup>” with any workplace personnel in the past 48 hours or the 48 hours prior to becoming symptomatic? (if yes, answer below questions)</b>		<b>How many people would be considered close contacts?</b>
<b>With whom?</b>	<b>Where are those people now?</b>	
<b>Additional contact tracing details and/or context as required;</b>		
<b>Has the individual visited a Vulnerable Community<sup>2</sup> in the last 14 days?</b> (Trans Mountain has commitments to identify exposures to vulnerable communities, a Trans Mountain worker, who lives or resides in an Indigenous community, will be required to immediately inform an appropriate official of their community if they have been identified as presumptive, or if they have tested positive for COVID-19.)		
<b>If so, please identify the community/communities;</b>		
Trans Mountain acknowledges and recognizes the concerns raised by our workforce and stakeholders. Information is collected solely to protect Trans Mountain community partners, and all privacy and confidentiality is maintained. Any disclosure that occurs relating to residence within a Vulnerable Community and/or Indigenous or First Nations status is voluntary. The information will only be used to inform the community in the event of potential exposure.		
<b>Is the Individual a member of a Vulnerable Community<sup>2</sup>?</b>		
<b>If yes, which one?</b>		<b>If yes, does the individual commute to / from the site and the community?</b>
<b>Has the worker informed their home community (leadership or health unit) of their COVID-19 status (isolating and/or confirmed)?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the worker been advised that Trans Mountain may notify the community of a presumptive/infected case within their membership working on the project?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Close Contact: being within approximately face-to-face (less than 6ft or 2 metres) with suspected/confirmed COVID-19 for greater than 15 minutes in any setting; or sharing of a closed space (approximately 6 feet or 2 metres) with a person with suspected/confirmed COVID-19 for a prolonged time (e.g., more than 2 hours); or having direct contact with infectious secretions of a person with suspected/confirmed COVID-19 (e.g., being coughed or sneezed on)

<sup>2</sup> Vulnerable Community is defined as communities at a higher risk for poor health as a result of the barriers they experience to social, economic, political and environmental resources, as well as limitations due to illness or disability or communal type living where disease may easily spread. Examples include First Nation Reserves, Indigenous Communities, Hutterite Colony, Homeless Camps/Shelters, Seniors Home etc.