



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 While at TM and TMEP 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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Travel

Motor Vehicle Transportation

- 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 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.
- Any travel in a vehicle with 2 or more people requires face coverings and will be treated as a close proximity work environment.

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, you 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 is discouraged, and a 14-day self-isolation will be required before returning to work. Trans Mountain does not currently recognize the International Border Testing Pilot Program in effect in Alberta.
 - If you are returning from international travel, regardless of risk level, you must self-isolate and monitor for any symptoms for 14 days as per the Government of Canada. 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.

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.

Hygiene and Personal Protective Equipment

- 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. If you have to cough or sneeze, do so into a tissue or the bend of your arm, not your hands. Avoid touching your face with unwashed hands.
- Workforce must cleanse their PPE in line with manufacturers recommendations.

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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.
- Keep your distance from one another at the worksite as well. This includes during informal discussions with co-workers and while physically working.
- Your 'safe cohort' does not include your work colleagues. Avoid workplace social interactions such as team coffee breaks, breakfast or lunch gatherings or carpooling.
 - Social functions for work groups are not permitted, including formal and informal gatherings.
- Avoid any face-to-face contact and all direct person-person contact (shaking hands) is prohibited.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Participants in meetings are required to physically distance and wear appropriate close proximity PPE. 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.
- Mass gathering restrictions include any gathering that meets or exceeds the mandated limits in alignment with Local, Provincial, and Federal guidelines. The most stringent guideline will be the practice by which TM and TMEP utilize as the standard.
- **Reference the *Trans Mountain Safety Precautions for Working Within 2m of Other Workers* guideline if procedures or tasks are unable to be modified to allow for physical distancing.**

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

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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.
- 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 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.

Community and Landowner Respect

- Verify Landowners have been notified prior to any access of their lands.
- Wear appropriate PPE which will include mask and gloves when accessing private lands and sanitize any touch points after completing the work including gates, locks, and fences.
 - PPE controls are not a replacement for physical distancing.
- Ensure Landowner equipment and property is left clean and sanitized after completing work.
- Dispose of nitrile gloves properly in waste receptacles after leaving the property. When public interaction is indicated, confirm that the appropriate person is communicating and practice physical distancing.
- Use 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 Contractor must establish a clear expectation for worker behavior when off duty as it relates to COVID-19. Adherence to Trans Mountain requirements for respectful behavior outside the work site includes commuting to and from the work site, lodging and while visiting any community. Workers must be diligent and prevent the spread of COVID-19 to communities in which they reside or visit.
 - Workforce must always minimize interaction with the public outside of work hours and practice physical distancing and good hygiene practices.
- 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.

TM and TMEP Supervisor and Contractor Oversight

TM and TMEP Supervisor 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

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(@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 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.

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.

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).

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- Workers will seek medical advice and may not self-diagnose or self-determine that their symptoms were unrelated to COVID-19.
- If isolation occurs due to close contact with a Positive COVID-19 individual, the isolation period must last 14 days from exposure regardless of testing outcomes and providing that symptom development does not occur.
- Personnel who are returning from international travel must self-isolate and monitor for any symptoms for 14 days. If they exhibit symptoms of COVID-19, they must immediately seek COVID-19 testing, notify their supervisor, and follow the directions of the Jurisdictional Health Authority.

Notifications

- 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. 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?

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- 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?

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.

Contact Tracing

Close Contact Definition

- 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)

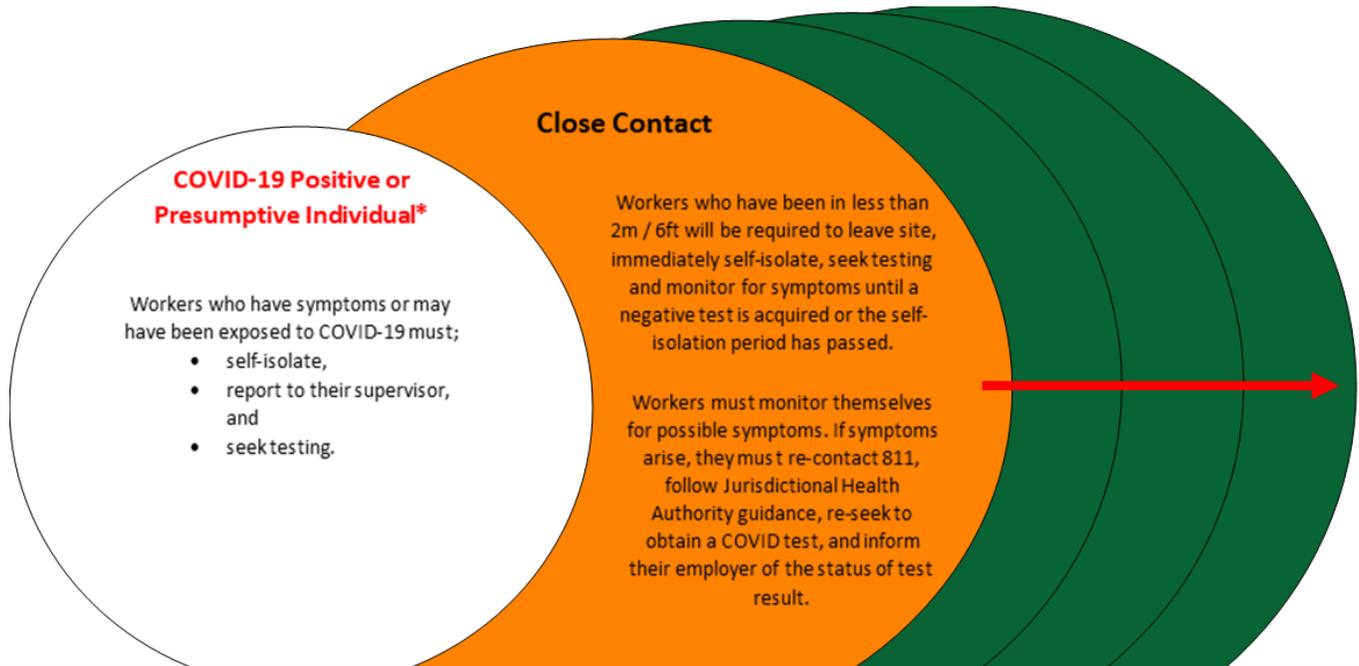
Conducting Contact Tracing

- 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 who are deemed to have been in close contact (as per definition above) 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.
 - 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.

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- If close contact with a confirmed case occurs again, or is ongoing, the contact’s isolation period must be extended accordingly.
- If isolation occurs due to close contact (as per definition above) 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 quarantine during the case’s isolation period (10 days) plus an additional 14 days after the case’s isolation period ends.
- 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.

Contact Circles



**COVID-19 Positive or Presumptive Individuals will be deemed as the “primary worker”. If a close contact individual begins to develop symptoms, they too will be deemed a Primary Worker and their Close Contacts who may or may not be part of the original group will be assessed for possible exposure.*

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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.

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 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.
 - Someone who is a close contact of a positive case 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.
 - If close contact with a confirmed case occurs again, or is ongoing, the contact's isolation period must be extended accordingly.
 - 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.

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.
 - If isolation occurs due to close contact with a Positive COVID-19 individual, the

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isolation period must last 14 days from exposure regardless of testing outcomes and providing that symptom development does not occur.

- If close contact with a confirmed case occurs again, or is ongoing, the contact's isolation period must be extended accordingly.
- 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.
 - Individuals who have been isolated due to close contact concerns may return to work prior to completion of the full self-isolation period only under both of the following circumstances;
 - If the person identified with potential/presumptive COVID-19 tests negative.
 - The close contact is symptom free without the use of symptom-relieving medications.
- 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.

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) and available for review upon request, to meet or exceed the requirements of this plan, it's 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).
- Plans must be posted in a prominent location at the worksite and be accessible to all workers.

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.

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Trans Mountain Guidance Documents

- Trans Mountain COVID-19 Self-Declaration and Guidance
- Trans Mountain Site Access Temperature Screening Protocol
- Trans Mountain Safety Precautions When Working Within 2m of Other Workers 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.

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):

- 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 (household bleach)	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

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10% Sodium Hypochlorite	3 mL	240 mL
12% Sodium Hypochlorite	1.1 ml	240 mL

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](#) (request access through COVIDReporting@transmountain.com)
- [Trans Mountain Report on Preparedness and Planning](#)
- [Twitter](#)

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APPENDIX A –RAPID RESPONSE FORM

Email form directly to; COVIDreporting@transmountain.com

Worker Name:	Worksite locations (over past 7 days):		
@TRANSMOUNTAIN WORKFORCE SECTION ONLY		EXTENDED WORKFORCE SECTION ONLY	
Department:	Contracting Company Name:		
Manager/Supervisor Name:	Site Manager/Supervisor Name:		
Regular office/worksite location:	TM Project Manager Name:		
	TM Health and Safety Representative Name:		
ENTIRE WORKFORCE MUST COMPLETE THESE SECTIONS			
What is the reason for self-isolation/ self-quarantine?	Select an item in the list.		
If positive test result received, indicate the date the result was received.			
Experiencing symptoms?	Select an item in the list.	Date Symptoms Began:	
If experiencing symptoms, indicate which symptoms;	<input type="checkbox"/> Primary <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"/> Secondary <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>	
If experiencing Symptoms: you must self-isolate for 10 days following the start of 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) and if they have had no fever for 24 hours and their symptoms have improved.			
If individual is symptomatic or has been exposed to an individual with a confirmed COVID-19 diagnosis, have they been tested for COVID-19?	Select an item.	If a test has not occurred in either of the scenarios (left), has a test been scheduled?	Select an iter
If individual is a close contact of someone who is symptomatic or has been exposed to a confirmed COVID-19 diagnosed individual, have they received a COVID-19 test?	Select an item.		

Where is the self-isolation / self-quarantine occurring (closest city/town)?		
What are the isolation arrangements (home, hotel, rental, camp, etc.), and has the service provider been notified, if appropriate?		
Has the individual had any “close contact¹” with any workplace personnel in the past 48 hours or the 48 hours prior to becoming symptomatic? (if yes, answer below questions)	Select a	How many people would be considered close contacts?
With who?	Where are those people now?	Have any of the close contacts been identified as being from a Vulnerable Community² (if so, please identify the community)? Select an item.
Additional contact tracing details and/or context as required.		
Has the individual visited a Vulnerable Community² in the last 14 days? (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.)		Select an item in the list.
If so, please identify the community/communities;		
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.		
Is the Individual a member of a Vulnerable Community²? If yes, which one?		Select an item.
	If yes, does the individual commute to / from the site and the community?	Select an item.
Has the worker informed their home community (leadership or health unit) of their COVID-19 status (isolating and/or confirmed)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the worker been advised that Trans Mountain may notify the community of a presumptive/infected case within their membership working on the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Close Contact: being within approximately face-to-face with suspected/confirmed COVID-19 for greater than 15 minutes in any setting; or sharing of a closed space (approximately 6 feet or 2 meters) 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)

² 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.