



COVID-19 Response Timeline

2021

January 12

Two Orders issued by the BC Provincial Health Officer:

- Industrial Projects Restart
- Resource Sector Worksites and Industrial Camps in the Region of the Northern Health Authority

January 29

Trans Mountain publishes Version 7 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

February 22

Piloted an eight day Rapid Antigen Detection (RAD) testing initiative in the Reactivation spread for returning workforce.

March 2

Updated Trans Mountain COVID-19 Response Plan and COVID-19 Self-Declaration.

March 20

Trans Mountain opens the vaccination clinic to the Trans Mountain workforce in Valemount Camp and Spread 3/4A through partnership with BC Northern Health Authority.



COVID-19 Response Timeline Cont'd

2020

January 15

Emergency Management begins to monitor and understand the COVID-19 (then coronavirus) that is emerging in China and the potential impacts on travel and disease transmission to North America.

January 23

First indication that Trans Mountain has employees currently in China to return to the office within the next week, guidance was provided for self-isolation and work-from-home while more information is gathered.

January 27

The Corporate Incident Support Team (CIST) was established to understand the emerging pandemic situation and potential impacts. The team also reviewed returning traveler information and provided guidance to supervisors. The team included representation from Human Resources, Health and Safety, Communications Information Technology and Emergency Management.

January 31

The COVID-19 intranet site was launched to provide employees/contractors with a source of truth for external resource links and company response.

February




The CIST met weekly with additional meetings as needed, and continued to update the intranet site, implemented a communication campaign on hand hygiene and Flu/COVID season specific prevention measures. Communications regarding stay at home if sick were rolled out to the entire workforce. Business Continuity and Pandemic Plan was updated. Participated in industry and government coordination calls.

February 27

The CIST formed a recommendation to the Executive to expand the CIST and meet more formally to include additional team members. Response objectives were established:

1. Maintain a safe work environment and ensure business continuity
2. Ensure regular updates to our stakeholders
3. Ensure safe operation of the pipeline
4. Ensure safe construction of TMEP


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March 2

The CIST was expanded to include Legal, and TMEP specific Health and Safety Representative. Pandemic plan was activated at a Level 1. Additional PPE and cleaning supplies were ordered and plans for distribution were developed along with cleaning protocols and sick worker practices.

Level 1 implementation included:

- Continue to monitor the event and disease progress.
- Maintain normal operating procedures.
- Post guidance documents on Trans Mountain intranet. Providing generic disease information to employees as deemed appropriate.
- Begin non-invasive mitigation measures (wash hands more frequently, distribute hand sanitizer, clean common areas/rooms more frequently, etc.).
- Communicate government travel advisories to employees.
- Require anyone with flu symptoms to stay at home and to seek medical attention if symptoms become severe.
- Individuals (and family members) returning from locations with Pandemic Influenza outbreaks must discuss return to work procedures with their supervisor.
- Restrict access to vulnerable locations to those who normally report to the location (Control Centre, Westridge)
- Prepare for next level of implementation.

March 12

The CIST identified the path to continued safety would be more aggressive physical distancing measures and prepared a plan to implement a work from home plan. The team identified, based on other jurisdictions that working from home was inevitable. The decision was made that Trans Mountain would be better able to handle the change and ensure business continuity, if we planned the office exit rather than have it ordered by a health region. Additional measures of protection were immediately implemented at the Control Centre by removing all non-essential workers from the building.

March 15

The increased physical distancing and work from home plan was approved by the executive and the Pandemic Plan was upgraded to Level 2. At this time additional restrictions on travel and in-person meeting attendance were implemented, along with discouraging the use of public transit for all workers.

Level 2 implementation included:

- Continue Level 1 Response

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COVID-19 Response Timeline Cont'd

- Begin invasive mitigation measures (limit face to face meetings: reduce use of public transportation, etc.)
- Send out communications to impacted operational districts and head office business units.
- Identify critical functions required to operate at key locations and develop provisions to limit exposure.

March 16

Larger response team was established using Incident Command Structure to facilitate the office move out. The COVID-19 CIST Command team began meeting daily to review actions.

- Westridge Terminal and Control Room restricted to essential personnel.
- COVID-19 Our Response document developed for field staff work guidance for physical distancing.
- Established TM/TMEP COVID-19 EHS Taskforce for coordinated efforts
- Home safety documents developed for Ergonomics, fire and electrical safety.

March 19

90% of Trans Mountain office based workforce was now either working from home or utilizing other remote worksite.

March 20

Pandemic Plan was active at a Level 3. Cross Border emergency response was verified with USA Customs personnel. Review of all operations and TMEP construction activities occurred to determine critical needs.

Level 3 implementation includes:

- Continue with Level 1 and Level 2 Response measures
- Implement aggressive mitigation measures (exercise work from home plans, reduce human interfaces, etc.)
- Prepare for return to normal operations

March 23

Established a Task Force to combine Operational Health and Safety and TMEP Health and Safety to ensure safety measures being implemented were consistent across operations and construction. The task force worked together to identify PPE needs for both workforces. Critical work tasks were identified where social distancing could not be maintained and procedures developed for close proximity work including the use of respirators for protection. Procedures were developed for worksite access questionnaire and temperature screening. Home office and other remote worksite guidance was created to reinforce Working Alone policies.

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March 25

Launch of the “Suddenly Remote” intranet website to support the workforce at home. Resources are posted on a weekly basis including social interactions such as pet picture, home office pictures, “caption this” type interactions, resources on mental health supports, financial wellness tips and home ergonomics.

March 26

Control Centre now running split shift between primary and secondary Control Centre limiting personnel in each location to 2-3 individuals.

March 30

Site access temperature screening is implemented at Burnaby, Westridge and Edmonton sites. Additional guidance material was developed including:

Working from home safety guidance was developed

- Electrical safety.
- Fire safety.
- Emergency response safety.

Home office ergonomics guidance developed

- Each home office set up is different creating individual challenges. Self-assessment guidance posted on Mainline.
- Employees can request to have their office chair delivered to their home.
- Employees can request additional help through email Safety@transmountain.com.

April 7

Trans Mountain retained the services of a Medical Doctor to assist in the interpretation of new data and disease progression as well as consult on the development of new procedures being implemented for workforce protection.

April 8

Service Now application was launched to replace workforce health data tracking being completed on spreadsheets to gain better data.

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April 10

Third Control Room established as a back-up in the Central Region Office. This will not run as a split shift, however is a back-up should personnel become ill in one of the other two control centres or one becomes inoperable.

April 17

The CIST Command Team continues to meet daily and establish new/modified procedures as new information becomes available. Research beings on leading practices in camp environments. Supply of PPE is evaluated weekly as is the burn rate of these items. Re-entry to the workplace is continually evaluated and procedures are being developed for re-entry including maintaining physical distancing measures for a longer term response.

April 21

Assessment of 3rd party testing availability and capability begins for incorporation to response plans.

April 22

Review of positive case protocol beings and communication procedures along with rapid contact tracing procedures. Review of the provision of non-medical/procedure general use masks is considered for everyday use and the provision of these masks to the workforce.

April 23

BC Provincial Health Officer issues Order for Industrial Camps (including resource sector)

April 29

Implemented a task force to expand the rapid contact tracing program including technology options to ready for back to "normal" and an expanded construction operations and camp accomodations.

May 2

Trans Mountain publishes its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

May 4

Promoted the use of AB TraceTogether application for Trans Mountain workers along with the Government of Canada COVID-19 App and BC Government COVID-19 support application.

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COVID-19 Response Timeline Cont'd

May 6

Care Kit distributed to all Trans Mountain workers included hand sanitizer and two reuseable face masks for general use outside of the workplace. Detailed return to work planning begins.

May 19

Finalization of the Rapid Response Tracing procedure to assist in the identification of contacts of potential or confirmed cases of COVID-19.

May 21

Updated Fit for Duty Self Declaration Questionnaire for all employees, contractors and visitors to complete prior to accessing any of our field facilities, terminals, control centre, right-of-way work sites and project sites. The Questionnaire was updated to include new questions that align with the most recent provincial health authority information.

May 25

Trans Mountain publishes Version 2 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

May 27

Communication to all workers on timeline for initial phased approach to Return to Office (RtO). Phased approach with phase 1 targeted at leaders and those who would like to return to begin in early July.

June 2

Updated temperature screening protocol for sites, and Work from Home information was moved to the internal Suddenly Remote Webpage.

June 3

Return to Office (RtO) was communicated to Trans Mountain leaders for July 6 and outline of the phased approach and expectations.

June 16

Intranet page launched for RtO information including Safety Plan, Returning to the Office Safely Playbook, guidance material and an area for Frequently asked questions.

June 25

Final return plan approved and workers in Phase 1 contacted in regards to their return date and additional required information.

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COVID-19 Response Timeline Cont'd

June 26

Final approval on safety training for all TM personnel for implementation starting July 6.

July 2

BC Provincial Health Officer issues Updated Order for Industrial Camps - Resource Sector Worksites and Industrial Camps

July 3

Trans Mountain publishes Version 3 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

July 7

Phase 1 Return to Office begins with the successful return of ~30% of office workers to their respective offices.

August 6

Trans Mountain publishes Version 4 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

August 26

Announcement of Phase 2 of Return to Office to commence after Canadian Thanksgiving (October 13) and will increase office occupancy to 60%.

September 1

COVID-19 Safety training assigned to all remaining workforce.

October 8

Trans Mountain publishes Version 5 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.




October 13

Phase 2 of Return to Office commences over the next 3 weeks to reach office occupancy of 60%

November 25

Announcement made to return to Working from Home with workers in Phase 1 remaining in the office as of December 1.


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November 27

Trans Mountain publishes Version 6 of its Trans Mountain's COVID-19 Preparedness, Planning & Response Report to its website and distributes to key stakeholders.

December 14

Mandatory Work from Home rules are implemented in compliance with new Alberta restrictions until further notice for all workers.

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