



TRANSMOUNTAIN

Site Access Rapid Antigen Detection (RAD) Screening Protocol

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Introduction

This protocol aims to outline the requirements and processes to be followed for Trans Mountain facilitated COVID-19 Rapid Antigen Detection (RAD) screening for non-diagnostic purposes, to be utilized in addition to the current measures that have been put in place across Trans Mountain operations and TMEP to minimize the risk of exposure to COVID-19. Work practices and procedures are in place to safeguard the health of employees, visitors, and communities, while continuing to operate safely and responsibly through the COVID-19 pandemic. As an additional preventative measure, a COVID-19 RAD screening program has been implemented to further limit possible transmission of COVID-19 within Trans Mountain work environments. RAD screening will be used for asymptomatic screening purposes only and will not be used as a definitive test to diagnose COVID-19.

At no time does a RAD screening test replace Public Health measures or Trans Mountain COVID-19 controls, including but not limited to pre-screening, hand hygiene, physical distancing, enhanced cleaning and disinfecting practices, mandatory mask use and symptomatic response procedures. RAD screening only provides a point in time result, meaning that a negative result does not guarantee that an individual is not infected or contagious and will not become contagious shortly thereafter. Any positive results detected from RAD screening must be confirmed by a Jurisdictional Health Authority lab-based PCR test. Trans Mountain will provide presumptive positive, presumptive negative and inconclusive results reporting in accordance with Federal, Provincial and Local Health Authority requirements.

Screening people in the workplace with RAD screening will help identify individuals with COVID-19 and its variants to help protect others from exposure and provide much needed data about viral prevalence within Trans Mountain job sites and communities across our operating locations.

Objective


The goal of the rapid test screening program is to provide another level of protection for workplace safety in the fight against COVID-19 by identifying individuals who are asymptomatic or pre-symptomatic and preventing them from spreading the COVID-19 virus in the workplace, at home and in the community.

Of additional note:

- Testing does not mean that the individual will never get COVID-19, it simply means that at the time of screening, they are not producing sufficient COVID antigens (viral load) that can be detected by the test.
- RAD screening will be used with other public and Trans Mountain health measures such as symptom screening, physical distancing, masking, and hand hygiene. RAD screening does not replace any other COVID-19 safety measure and requirements to protect the health and safety of workers.
- Directions on how to deal with an inconclusive and positive test may vary by local health regions and current transmission rates in the community.

Scope

The policy and procedures apply to all personnel with assigned authority and responsibility to perform rapid COVID-19 testing. Personnel must also have successfully completed a training program and completed a competency assessment. The RAD screening program is for asymptomatic/pre-symptomatic testing only. Workers who have symptoms of COVID-19 or have been in close contact with someone who is symptomatic or identified as having PCR confirmed COVID-19 should be referred to their Jurisdictional Health Authority for diagnostic PCR testing.

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Definitions

- **Asymptomatic** - do not show any signs or symptoms of infection
- **Pre-symptomatic** - the period before symptoms start
- **Antigen Test** – Tests that detect the presence of specific viral proteins (antigens). This test is less sensitive than the PCR test.
- **Polymerase Chain Reaction (PCR)** – Polymerase Chain Reaction (PCR) tests detect disease by looking for traces of the virus’ genetic material in a sample. This is the most sensitive test for detecting the virus that causes COVID-19 and is the recognized standard of care.
- **Third Party Rapid Testing Provider** – Testing setup operated by a third-party designated to collect temperature, nasal/throat swab type and/or blood samples, administer diagnostic testing techniques, collect and collate data results, maintain sanitized work area, and collection and disposal of potentially infectious consumable supplies.
- **Non-Negative (Positive (+)) test result** – a test result indicating a detection of a viral protein (COVID-19 antigen) specimen
- **Negative (-) test result** – a test result indicating an absence of a viral protein (COVID-19 antigen) specimen
- **Personal Protective Equipment (PPE)** – Protective equipment worn to limit exposure potential to hazardous infectious disease. PPE includes procedural masks and/or government recommended face and respiratory protection, nitrile gloves, and a face shield or close-fitting safety goggles. It is recommended that the diagnostic sampler wear disposable gloves and water-resistant long-sleeve coverall or gowns, as required.
- **Pandemic Rapid Response Procedure** - A procedure for conducting contact tracing to identify close contacts of a Trans Mountain worker with either a presumptive or confirmed diagnosis of COVID-19 within the workplace. The procedure includes initial notification and updating to the COVID-19 response team. This procedure will be used in the event of a presumptive/positive case within the Trans Mountain workforce including employees, TMEP workforce, GCCs, and EPCs and other Contractors.


Rapid Antigen Detection (RAD) Screening

The presence of RAD screening initiated by Trans Mountain or employers does not remove the obligation of employers to abide by the public orders issued by the provincial Medical Health Officer as well as adhering to industry specific guidance.

A third-party testing company is to be selected based on province of location, health authority and staffing requirements and individual site requirements (including number of personnel and logistics of setting up the required equipment).

Overview

- **Registration** – As Trans Mountain rolls out rapid antigen testing, employees/contractors should be identified as program participants and pre-complete the consent form.
- **Pre-screening** – Upon arrival to the testing site, participant registration/consent and health check self-assessment completion will be verified.
- **Swabbing** – A sample will be collected using a nasal swab. Depending on regional regulatory frameworks, approved qualified and trained personnel will administer swabs. (Swabbing by a Health Professional Procedure for additional details.)
- **Test processing** – Participants are presumed negative and will return to work as the sample is processed using the rapid test kit. (See Test Processing Procedure for additional details.)
- **Results reporting and notification** – Participants whose screening results are presumptive positive (non-negative) or inconclusive will be notified via phone call, text message or other

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approved communication channel. Participants whose screening results are presumptive negative will be not be notified. (See Results Reporting Procedure and Notification of Results Procedure for additional details.)

- **Positive (non-negative) or inconclusive result** – Will follow established Trans Mountain Protocols for reporting of positive (non-negative) cases including proper internal notification and isolation requirements following the Trans Mountain COVID-19 Response Plan.
- **Data collection** – In the use of Health Canada or Provincially supplied tests, Trans Mountain will be required to collect information pertaining to the number of tests per day, number of presumptive positives (non-negative), and number of presumptive negatives. (See Data Collection and Reporting Procedure for additional details.) At no time will any private information be shared including names and contact information.
- **Screening frequency** – Participants will typically be screened one time every seven days if the prevalence of COVID in the geographic area is low or has reduced. In the event of an outbreak at a testing location or the prevalence of COVID is high in the geographic location around the worksite, the number of tests may be increased to two times per week while working. If a participant misses a scheduled screening, they are required to present for screening at the next available opportunity or before their next shift.
- **Visitors** – Only essential visitors and contractors are permitted on Trans Mountain worksites and property. Short duration contractors (<1 day) and visitors to site who have minimal interaction with workers and facility buildings (delivery drivers, etc.) will have the option to participate in the screening process. If they refuse to participate, their access to site or certain areas within the site may be limited.

Rapid Antigen Detection (RAD) Screening Devices

Trans Mountain will only be utilizing testing devices that have been approved by Health Canada so results can be meaningfully interpreted. Tests will be used in compliance with testing guidelines by Health Canada and the Chief Medical Officer of Health. When using the Rapid Antigen tests the relevant procedures outlined in the provincial guidance documents and/or the 3rd party testing company will be adhered to.

- **Abbott PanBio Antigen Rapid Test** - The Abbott PanBio Antigen Rapid Test is a POC device used for the qualitative detection of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) antigen in human nasal swab samples. A sample is added to the extraction buffer which is optimized to release the SARS-CoV-2 antigens from specimen. The presence of a colored band in the test region indicates a positive result for the SARS-CoV-2 viral antigens, while its absence indicates a negative result.
- **BD Veritor System for Rapid Detection of SARS-CoV-2** - Detects proteins from the SARS-CoV-2 virus. A nasal swab is used to collect the specimen from a patient suspected of having COVID 19. The sample is prepared, added to the assay cartridge, incubated, and then interpreted by the Analyzer
- **Assure Tech COV-S23** - The COVID-19 Antigen Rapid Test Device detects SARS-CoV-2 viral antigens through visual interpretation of color development. A sample is added to the extraction buffer which is optimized to release the SARS-CoV-2 antigens from specimen. The presence of a colored band in the test region indicates a positive result for the SARS-CoV-2 viral antigens, while its absence indicates a negative result.

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Eligibility

All workers (employees and contractors) entering a Trans Mountain worksite or facility where a RAD screening program has been implemented will be required to be screened at a minimum once every seven days.

Testing participants must meet the following requirements:

- Asymptomatic (do not have any symptoms of COVID-19).
 - Individuals with COVID-19 symptoms are not eligible for this program. If a participant develops symptoms, they should safely leave the workplace immediately, self-isolate and follow the direction of local health authority including potentially arranging for public PCR testing. Individuals may also seek care from a health professional if needed.
- Have not had any contact with a known positive case of COVID-19.
- Workers have not checked “Yes” to any box on the Trans Mountain COVID-19 Self-Declaration or Contractor approved questionnaire.
- Only individuals who have completed any applicable consent forms for COVID-19 testing.

Individuals who have received a COVID-19 vaccine regardless of whether they received one or two doses are still able to receive an accurate result from a rapid antigen test.


Roles and Responsibilities

- Coordinator – Manages overall testing program. Individuals must ensure:
 - All aspects of the RAD screening program align with relevant public health guidelines
 - The individuals doing sample collection or performing the tests are adequately trained and monitored
 - Records are kept and provided to public health officials if required.
 - Weekly reporting is provided to appropriate health authority or the lead organization who is responsible for reporting to the health authority.
 - Any issues or questions that arise during the screening program are addressed.
- Registration Assistant - Manages traffic of any employees not yet ready for screening program (e.g., not yet registered, no cell phone). Assist with registration as needed.
- Screeners - Checks participant registration, notes their attendance at testing, reviews self-assessment status, takes temperature, confirms phone number, documents participant name and phone number.
- Swabbers (sample collectors) - Collect the nasal swab samples required to complete the rapid test.
 - Swabbers must be in a profession that is permitted to perform COVID swabs as per the local Jurisdictional Health Authority guidelines ex: Registered Nurse, Advanced Care Paramedic.
- Testers - Use the provided samples and test kits to complete the rapid tests.
 - Testers must be in a profession that is permitted to administer rapid point-of-care tests as per the local Jurisdictional Health Authority guidelines.
- Results Reporters – Read, record, and communicate the test results from the rapid tests.
- Medical Lead - Provide overall testing supervision and medical assistance if needed. Ensure that the screening site is set up appropriately.

Screening Logistics

Site Selection and Screening Setup

- Site Selection – A suitable site must be identified, configured, and outfitted with the required

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equipment and supplies. The site must be able to provide the following:


- Mandatory and timely reporting
- Maintenance of physical distancing requirements
- Adequate separation from others to ensure the confidentiality of the individual being tested
- A chair with a rigid back for the individual being tested to sit while having a nasal swab collected.
- A table/desk of adequate size to provide a platform for testing as well as a PC/laptop
- The ability to secure and store testing data and records and ensure confidentiality
- The ability to secure and maintain equipment and supplies at the specified temperature
- Adequate area for testers/collectors to put on and take off personal protective equipment
- Work surfaces which can be disinfected
- Appropriate waste disposal containers
- Internet access/Wi-Fi
- Storage of tests - Tests must be stored as per manufacturer specifications and in a safe and secure area
- Set-up – Signage, workstations, waiting area, waste management (including biohazard waste) etc. The Screening providers would be responsible for ensuring that the screening area is appropriately set up before each shift along with guidance from setup checklists and processes. (Will be provided by the company selected by Trans Mountain to provide RAD sample collection, testing, processing, and reporting services and will adhere to provincial health Rapid Antigen testing processing procedure)
- Personnel Orientation – Personnel will complete a Trans Mountain Orientation prior to entrance to site. They will complete a COVID pre-screening symptom questionnaire. They will have received training on the appropriate use of PPE, their responsibilities as well as a general overview of the overall process. Personnel will have a medical/procedural mask and face shield provided. If they are going to be conducting the tests or processing, they will have gowns and gloves with appropriate training on doffing/donning. A visible name tag with role should be provided.

Personal Protective Equipment

- All participants are expected to wear a face covering over their nose and mouth.
- All screening personnel must wear appropriate PPE; a minimum requirement is a three-layer medical/procedure mask that is ASTM rated. Those performing swabbing and/or running the rapid test are required to wear a disposable fluid resistant gowns, nitrile gloves, and eye protection (goggles or face shield).
- The contractor will follow all their procedures on donning and doffing.
- In addition to the PPE required per personnel, there should also be:
 - Sanitizer at all stations (minimum 60% alcohol content in AB and minimum 70% alcohol content in BC), entrances/exits, and in volunteer areas.
 - Antiviral wipes or spray and paper towels available for set-up, clean-up, and for periodic cleaning throughout the day.
 - Tissues available at all swabbing stations.

Pre-Screening Procedure

- Pre-screening must be completed for each participant every time they present for screening.
- As participants present themselves for screening, they must line up two metres (6ft) apart in front of the pre-screening area. Participants must be wearing an appropriate facial covering over their nose and mouth.

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- If participant is not yet registered, they are not eligible for testing until their registration is complete with help from the registration assistant.
- Screener confirms the participants preferred contact method for sharing a non-negative screening result.
- The screener will complete or review the consent and health questionnaire documents with the participant and take and record their temperature.

Sample Collection, Processing and Reporting Procedure

Procedures relating to sample collection, processing and reporting will be provided by the third-party contractor selected by Trans Mountain to provide RAD sample collection, testing, processing, and reporting services and will adhere to provincial health requirements for Rapid Antigen testing sample collection.

Screening Station Cleanup

- Pack all waste (general waste can be managed with routine practices) in designated, marked bags.
- Ensure all contaminated waste is disposed of in yellow biohazard bags or bins. This should be removed and transported safely by a person who has a Transport of Dangerous Goods (TDG) certification.
- Identify any items that need to be replaced or replenished (PPE and other supplies).
- Clean and disinfect tables and chairs.

If the screening site will be left without supervision, ensure that all results and computers are safely stored to ensure privacy and confidentiality and the testing location is secured.

Results


Notification of Results

Negative test result

- No further action is required for this screening.
- Workers are to continue to follow the COVID-19 protocols including physical distancing and mask use.

Non-negative (positive) test result

- Participant receives notification of their results.
- The Medical Lead and/or the participants supervisor will be notified of a positive test.
- Medical Lead phones participant and supervisor to inform them of positive test result.
- In the case where a phone call is not picked up, a text is sent, and a follow up call is made after five minutes.
- If contact has not been made with participant after 15 minutes, the participant's supervisor is notified, and all efforts are made to get in contact with participant.
- Participant is sent home from work, asked to self-isolate and seek confirmatory COVID-19 testing from the Jurisdictional Health Authority.
- Medical Lead notifies Jurisdictional Health Authority. Participant may complete a PCR test at a registered testing facility.
- If positive, participant self-isolates for 10 days from swab date.
- If negative, participant provides test result evidence to HR or the contractors designate and may return to work if symptom free.
- An individual who has been identified as a close contact case should be sent home for isolation and PCR tested.


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Inconclusive test result

- Participant receives notification of their results via the preferred contact method.
- The Medical Lead and/or the participants supervisor will be notified of an inconclusive test.
- Medical Lead phones participant to inform them of inconclusive test result.
- Participant is asked to return to testing location immediately to retest.
- Continue to follow the COVID-19 protocols including physical distancing and mask use.

Disclosure

- All information collected throughout the COVID-19 screening process is protected and confidential.
- Trans Mountain's third party testing providers may collect and protect private health information and personal health in accordance with theirs and Trans Mountain's privacy policy.
- Any approved testing provider making collections and Trans Mountain will comply with the privacy commission, or similar organization, in the jurisdiction where the tests are being conducted. Guidance on privacy as it relates to pandemics may differ from normal privacy practices, as such, Trans Mountain will continue to monitor for changes in legislative requirements.
- All individuals who participate in COVID-19 RAD Screening will sign and duly authorize the testing provider or its entities to release test results to the employer and Trans Mountain, or designate thereof, by signing a Consent to Disclose document. The Consent to Disclose document also consents to conduct COVID-19 RAD Screening, including a declaration that the individual has been provided informed consent. The signed document must be retained by the practitioner conducting COVID-19 Rapid Screening.
- Non-negative test results will be communicated to the individual immediately via phone call or text message and will be communicated to Trans Mountain as required.
- In the event that disclosure of close contact is required, disclosure will include ONLY that they came in contact with an individual who had a non-negative or positive COVID-19 result. No individually identifying information will be disclosed and the individual will be directed to isolate and report appropriately as per the Trans Mountain COVID-19 Response Plan.

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Notifying the Health Authority

Trans Mountain, via delegated authority to the third-party contractor, will notify the Jurisdictional Health Authority as required of any non-negative screening results.

Data Collection and Reporting

For workplaces performing rapid screening as part of a Health Canada Testing Consortium/Pilot Project (BD Veritor Testing Device), the following data will need to be provided to Health Canada periodically for each unique testing location:

- The number of tests conducted per day
- The number of presumptive positive(non-negative) screens
- The number of presumptive negative screens

Trans Mountain will not be required to submit the name and contact information of any test participant to Health Canada. The requested data will be exported independently in a .csv file to Health Canada. The company will store it in an offline password protected Excel spreadsheet (this will not be cloud-based for security reasons). The required data must be provided to Health Canada upon request.


Trans Mountain will also retain this information for its own use and statistical tracking.

Refusal

Where RAD screening has been implemented, it will be considered a mandatory requirement to gain site access.

If a worker, contractor, or visitor refuses to participate in the screening program, the worker's supervisor will be contacted. Trans Mountain reserves the right to refuse entry to our workspaces to anyone who refuses to participate in the program until such time that they participate in the screening process. Contractors refusing to participate in the screening program will not be permitted on site.

If a worker chooses to not to participate in the screening program, they must contact their Supervisor or/HR Representative in advance.

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Appendix A – Rapid Antigen Detection (RAD) Frequently Asked Questions

What are the goals of this program?

- The goals of this program as well as any of Trans Mountain’s response tactics are to ensure that we can maintain a safe and COVID-19 free workplace and to not introduce COVID-19 into the surrounding areas as a result of workplace transmission. As an effective COVID-19 response tool, rapid antigen testing has seen a dramatic increase in usage in the last few months across Canada. Working directly with Health Canada, and our service partners, we are committed to advance the usage of rapid antigen testing at our facilities while we patiently await the broad rollout of the COVID-19 vaccines. This will reduce the chances of introducing COVID-19 into our workforce, or in communities where we operate.

Will this screening program be mandatory as a condition of employment?

- Participation in the screening program will be considered mandatory for employees and contractors to enter Trans Mountain’s facilities and worksites where this RAD programming is implemented.

Which departments are being asked to participate in the program?

- All Trans Mountain personnel, employees, and contractors, who work at Trans Mountain facilities and worksites where RAD programming is implemented will be required to participate in the screening program.
- Short duration contractors (<1 day) and visitors to site who have minimal interaction with workers and facilities (Delivery drivers, etc.) will have the option to participate in the screening process. If they refuse, their access to site or certain areas within the site may be limited.

Who will be administering these tests?


- These screening tests will be administered by trained and qualified personnel, provided by third-party screening provider, and qualified support staff to perform the screens.

What do the Rapid Antigen Detection (RAD) Tests screen for?

- The RAD Tests screen ONLY for an active COVID-19 infection. The test will not detect or be affected by any other underlying medical conditions including cold & flu, etc. The test will not detect antibodies created from receiving the vaccine and will only detect viral cells created from infection.

How will the privacy of worker medical information be maintained?

- Worker’s privacy is of the utmost importance to Trans Mountain. All information collected through the COVID-19 screening process is protected and confidential. Trans Mountain’s screening provider will adhere to all Federal and Provincial privacy legislation as well as their own corporate privacy policy. Any information gathered by Trans Mountain will be used solely for statistical analysis and is subject to both Federal and Provincial Privacy Regulations as well as Trans Mountain’s internal privacy policy.
- The Company will investigate all complaints of a breach of confidentiality. If a complaint is found to be justified, the appropriate measures will be taken.

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What happens if the screening results are positive?

- If the screening results are deemed positive, the worker will be contacted by the screening provider admin within 15 minutes of taking the test. If they are unable to contact the worker, they will contact the worker's supervisor. Participants will be required to immediately self-isolate as per public health orders, requirements of the Jurisdictional Health Authorities, and Trans Mountain COVID-19 protocol. The worker will follow all company and provincial processes for contact tracing and return to work post isolation.

What happens if the screening results are negative?

- The worker will resume normal duties adhering to all site COVID-19 protocols. The worker will be required to register for their next test, the following week.

How are the results delivered?

- In the event of a non-negative screening result, the participant and their supervisor will be notified via text message or a phone call to ensure the rapid response process is quickly initiated.
- In the event of a negative screening result, the participant will not be notified and may continue to work as normal.

What happens if a worker refuses to be screened?

- The purpose of the COVID-19 Rapid Antigen Screening program is to create a safe work environment for all Trans Mountain's workers and contractors. If a worker, contractor, or visitor refuses to participate in the screening program, the worker's supervisor will be contacted. Trans Mountain reserves the right to refuse entry to our workspaces to anyone who refuses to participate in the program until such time that they participate in the screening process. If a worker is choosing not to participate in the screening program, they must contact their Supervisor or HR Representative in advance. Contractors refusing to participate in the screening program will not be permitted onsite.

If I test negative, do I still have to physically distance, wear a face mask and wash my hands?

- Yes, even if a negative test result was received workers are still required to adhere to all provincial and company COVID-19 mitigative measures.

How often am I required to take a screening test?

- A worker will be required to screen one (1) time every seven (7) days. That means if a worker takes a screening test on Wednesday they do not have to screen until the following Wednesday. However, workers may receive a screening at any time when it is available during those 7 days. If a worker is returning from extended days off their 7-day cycle begins again. In the event of an outbreak at a testing location or the prevalence of COVID is high in the geographic location around the worksite, the number of tests may be increased accordingly while working.

Does it hurt?

- The RAD screening test will use a shallow nose swab inserted less than 1 inch into the nostril. A sample is taken from both nostrils and placed in an activating agent. The process takes less than 10 seconds. There might be some mild discomfort and you might get an itchy nose, but there should not be any pain associated with the swab.